

**AGENDA**  
 County Road Administration Board  
 January 29-30, 2015  
 CRAB Office - Olympia, Washington

Thursday  
 1:00 PM

**1** Call to Order

**2** Chair's Report - Commissioner Dale Snyder

- A. Approve January 29-30, 2015 Agenda
- B. Approve Minutes of October 30-31, 2014 CRABoard Meeting
- C. Approve Minutes of November 20, 2014 Special CRABoard Meeting
- D. Proposed New July 2015 Meeting Date

Action	Enclosure
Action	Enclosure
Action	Enclosure
Action	

**3** Executive Director's Report - Jay Weber

- A. 2014 Annual Report
- B. Current Budget Status
- C. 2015-2017 Budget Request
- D. CRAB 50th Anniversary

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	

**4** Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Regional Meetings Update
- C. Resolution 2015-001 - Apportion RATA Funds to Regions
- D. Resolution 2015-002 - Delegation of Authority
- E. Project Requests
  - 1.) Clark County
  - 2) Mason County
  - 3) Skagit County
  - 4) Skamania County
  - 5) Spokane County

Info	Enclosure
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Action	Enclosure
Action	Enclosure
Action	Enclosure

**5** Deputy Director's Report - Walt Olsen, PE

- A. County Engineers/PWD Status
- B. County Visits
- C. State Auditor's Report
- D. Deputy Director's Activities

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure

**RECESS**

**6:00** Dinner at Olive Garden

Friday  
8:30 AM

6 Call to Order

7 WSACE Report - Gary Rowe, PE

Info	
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8 Staff Reports

- A. Information Services - Steve Hillesland
- B. Intergovernmental Policy - Jeff Monsen, PE
- C. Compliance - Derek Pohle, PE
- D. Maintenance - Bob Moorhead, PE

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ADJOURN

Chairman's Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

# CRABOARD MEETING

JANUARY 29, 2015

NAME

COUNTY / COMPANY

E-MAIL

Bill Wryght

Clark County

bill.wryght@clark.wa.gov

Paul Baddell-Grotter

Skagit County

paulrg@co.skagit.wa.us

Jeff Kostelka

Clark Co.

jeff.kostelka@clark.wa.gov

Forrest Jones

Skagit

forrestj@co.skagit.wa.us

Melissa McFadden

Mason Co.

melissam@co.mason.wa.us

Terr Jeffreys

Mason Co

Terrj@co.mason.wa.us

Tim Homann

Skamania Co.

homann@co.skamania.wa.us

SARAH GRICE

MASON CO.

SARAHB@CO.MASON.WA.US

# CRABOARD MEETING

JANUARY 30, 2015

NAME

COUNTY / COMPANY

E-MAIL

Noah Crocker

WSTC

Crocker@wstc.wa.gov



2.B

Approve October 30-31, 2014  
CRABoard Meeting Minutes

**Minutes**  
**County Road Administration Board**  
**October 30-31, 2014**  
**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  
 Bob Koch, Franklin County Commissioner  
 Ken Klein, Snohomish County Council Member  
 Todd Mielke, Spokane County Commissioner  
 Bill Schulte, Lewis County Commissioner  
 Mark Storey, PE, Whitman County Engineer

**Staff Present:** Jay Weber, Executive Director  
 Walt Olsen, PE, Deputy Director  
 Steve Hillesland, Assistant Director  
 Jeff Monsen, PE, Intergovernmental Policy Manager  
 Derek Pohle, PE, Compliance & Data Analysis Manager  
 Bob Moorhead, PE, Maintenance Manager  
 Randy Hart, PE, Grant Programs Manager  
 Rhonda Mayner, Secretary  
 \*\*Don Zimmer, Inventory Systems Manager  
 \*\*Bob Davis, Systems Manager  
 \*\*Jim Ayres, PE, Design Systems Engineer  
 \*\*Jim Oyler, Support Specialist  
 \*\*Kathy O'Shea, Database Development Specialist  
 \*\*Eric Hagenlock, Applications Specialist

**Guests:** \*Melissa McFadden, PE, Mason County Engineer  
 \*Bob Brueggeman, PE, Spokane County Engineer  
 \*Chad Coles, PE, Spokane County Assistant Engineer  
 \*Doug D'Hondt, PE, Kittitas County Engineer  
 \*Pete Ringen, PE, Wahkiakum County Engineer/PWD  
 \*\*Gary Rowe, WSACE Managing Director

*\*October 30, 2014 only*

*\*\*October 31, 2014 only*

**CALL TO ORDER**

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, October 30, 2014, at the CRAB Office in Olympia.

He reminded those present to silence their cell phones, and asked guests to sign in.

## **CHAIR'S REPORT**

### **Approve Agenda for the October 30-31, 2014 Meeting**

Commissioner Koch moved and Commissioner Schulte seconded to approve the agenda as presented. **Motion passed unanimously.**

### **Approve Minutes of July31-August 1, 2014 CRABoard Meeting**

Commissioner Schulte moved and Vice-Chair Stacy seconded to approve the minutes of the July 31-August 1, 2014 CRABoard meeting as presented. **Motion passed unanimously.**

## **RURAL ARTERIAL PROGRAM**

### **Program Status Report**

Mr. Hart reviewed the RAP status report. There are 88 projects currently being funded, and 12 newly-approved projects with no RATA paid to date. CRAB has total anticipated revenue of \$521,990,370 through the 2013-15 biennium. \$448,775,711 has been expended to date. There are outstanding obligations of \$105,806,416.

### **Federal Lands Access Program (FLAP)**

Mr. Hart gave an overview of the FLAP proposals. He noted that projects were submitted on July 18, 2014, with requests totaling \$30,000,000. The submittals were evaluated September 30, and approved projects will be programmed for funding in November for 2017 and 2018. The program amount is \$13,000,000 per year, with 13.5% matching required. Eligible projects are transportation facilities that adjoin or provide access to any federal land. The lead agency for project delivery will be the Western Federal Lands Highway Division of the Federal Highway Administration.

### **Review 2015-17 Project Arrays**

Mr. Hart presented the proposed priority array for the 2015-17 biennium. He noted that all counties except King submitted proposals by March 1, 2014 through RAP Online. Staff reviewed 126 projects in the spring of 2014 and 73 final prospectuses were submitted, requesting a total of \$81,482,900. Twenty seven partially-funded projects were placed at the top of each region's array showing funds gained in the previous biennium. A total of 100 projects are on the proposed array. He reported that the estimated revenue for the 2015-17 biennium is \$38,000,000, which includes interest accrued.

### **Resolution 2014-007 – Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2014-007 – Apportion RATA Funds to Regions, which approves that \$4,996,328 now credited to RATA for August through October 2014 be apportioned to the regions by the established 2013-15 biennium regional percentages after setting aside \$123,000 for administration.

Vice-Chair Stacy moved and Commissioner Mielke seconded to approve Resolution 2014-007, Apportion RATA Funds to Regions. **Motion carried unanimously.**

### **Skagit County Bow Hill Road Project Update**

Mr. Hart reported that Skagit County requested a scope reduction, reducing the proposed roadway width from 40 feet with 12 foot lanes and eight foot shoulders to the existing width of 28 feet with 11 foot lanes and two foot shoulders, with no reduction in RATA funding. The county must get approval from the Washington State Department of Transportation to deviate from the full 40 foot design standard before the request can be considered by the CRABoard.

Mr. Hart noted that staff has reviewed the project site and potential changes. No action is required by the Board at this time.

### **Spokane County Bigelow Gulch Project Update**

Mr. Hart reported that Spokane County has pursued improvements on Bigelow Gulch and connecting routes Argonne Road and Forker Road since 1988. Six projects have been submitted, with three completed. The county will potentially gain another \$2,200,000 to nearly fully fund Forker Road in April 2015.

On the three active projects, \$13,415,563 in RATA funds have been authorized, with \$3,300,482 spent to date. The balance of unspent RATA funds, including unfunded RATA for Forker Road, is \$12,366,698. The current spending plan for these funds spans three full years beginning in 2015.

Mr. Hart introduced Mr. Brueggeman and Mr. Coles, who gave further information to the Board.

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

### **Kittitas County Project Request**

Mr. Hart reminded the Board that Kittitas County requested a waiver of payback in August 2013 of \$106,052.07 in RATA funds paid to the county for design costs of their withdrawn Westside Road project. Staff found that the costs eligible for reimbursement were \$54,995. The Board deferred a decision to this meeting, asking that the county demonstrate its intent to pursue project improvements through various funding sources, including RAP, in its next Six-Year Transportation Improvement Plan (TIP).

A new prospectus was submitted this year and is also listed on the county's 2015-2020 TIP. The proposed project is a shorter version that avoids the alignment and roadside safety issues that the county found were far too expensive to mitigate in the original prospectus. The new application reflects the earlier requested scope reductions that were denied by the CRABoard in August 2013 by omitting the more problematic alignment section. The county has applied for federal Highway Safety Improvement funds. A failing bridge at the west end of the original project was repaired by the county at a cost of \$36,000.

Staff finds that significant design work remains to be done on the project for which the county will be seeking reimbursement, and maintains its recommendation that \$54,995

of the funds spent by the county be waived from payback, and that the remaining \$51,057.07 be paid back to CRAB.

Mr. Hart introduced Mr. D'Hondt, who gave further information to the Board.

Following discussion and questions, Commissioner Schulte moved and Commissioner Coffman seconded to approve a waiver of payback of \$54,995 of the RATA funds paid to Kittitas County for design costs of their withdrawn Westside Road project, with \$51,057.07 to be repaid to CRAB by the end of the first quarter of 2015. **Motion passed unanimously.**

### **Wahkiakum County Project Request**

Mr. Hart noted that Wahkiakum County has requested a waiver of payback of \$19,889.05 in expended RATA funds for design of their withdrawn Ingalls Road project.

Staff reviewed project records and found that RATA costs incurred were \$15,634.56 for consultant surveying and \$4,264.49 for county alignment drawings and engineering of curve alignment. Staff finds that removing the realignment work on Ingalls Road and the significant related wetland issues in order to move forward with a simpler resurfacing project leaves roughly \$7,296.32 (\$5,159.40 by the consultant and \$1,407.29 by the county) of the previous work that may be re-usable, while any new project proposed would render virtually none of the previous work re-usable. Staff therefore recommends waiver of payback of \$1,407.29 of the RATA spent to date and payback to CRAB of \$18,491.76.

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

Following discussion and questions, Commissioner Schulte moved and Commissioner Klein seconded to approve a waiver of payback of \$6,566.69 of the RATA paid to Wahkiakum County for design costs of their withdrawn Ingalls Road project, with \$13,322.36 to be repaid to CRAB by the end of the first quarter of 2015. **Motion passed unanimously.**

Mr. Ringen gave the Board a brief update on the construction of Wahkiakum County's new ferry. It is scheduled for delivery in February 2015.

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

## **DIRECTOR'S REPORT**

### **Director's Activities**

Mr. Weber reported on his recent activities. He updated the Board on the results of inter-agency meetings he has attended regarding multi-modal transportation issues.

### **2015 Meeting Schedule**

Mr. Weber presented possible dates for the 2015 CRABoard meeting schedule. Following discussion, Vice-Chair Stacy moved and Commissioner Koch seconded to approve the 2015 CRABoard Meeting dates as January 29-30, April 16-17, July 23-24, and October 29-30. **Motion passed unanimously.**

### **Approve Annual Certification Form**

Mr. Weber noted two changes to this year's form to increase clarity, as well as the usual date changes.

Mr. Storey moved and Commissioner Mielke seconded to approve the 2015 Annual Certification Form. **Motion passed unanimously.**

### **Current Budget Status**

Mr. Weber noted that with a few small negative variances on individual line items, the overall budget is showing positive variances in all funds.

### **2015-17 Budget Submittal**

Mr. Weber informed the Board that the 2015-17 budget request has been submitted to the Office of Financial Management. He anticipates the need to submit a supplemental budget request in order to fully fund the RATA.

## **DEPUTY DIRECTOR'S REPORT**

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

Mr. Olsen announced the following changes since July 2014:

1. By letter on September 10, 2014, Franklin County announced that Matthew Rasmussen, PE, has resigned as County Engineer, effective September 5, 2014. Franklin County has begun to advertise for applicants and an agreement with Benton County for County Engineer services was signed on October 15, 2014. Benton County Engineer Dan Ford, PE, will continue to serve as acting County Engineer until the position is filled.
2. By letter on October 22, 2014, Thurston County announced that County Engineer Scott Lindblom, PE, was named Thurston County Engineer. Thurston County had first announced the appointment of Public Works Director Ramiro Chavez, PE, PgMP. Thurston County continued to advertise for applicants and interviews were conducted on October 10, 2014.

### **County Visits**

County Visits completed since July 2014 included two in Kitsap County and two in Thurston County. 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 CRAB Board to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed 47 audit reports representing 37 counties since the July 2014 board meeting. Eighteen audits contained a total of 16 findings issued and 23 prior findings updated. Four new findings and two previous findings involved County Road Funds in some form. **Any audits with county name in bold print revealed substantive findings involving County Road Funds**, specifically:

2013 Audits					# New Findings	County Road?	# Previous Findings	Status of Findings
Report #	Entity/Description	Report Type	Audit Period	Date Released				
1012363	Yakima County	Comprehensive Annual F.R.	01/01/2013 to 12/31/2013	7/30/2014	0	0	0	0
1012293	Benton County	Financial and Federal	01/01/2013 to 12/31/2013	7/31/2014	0	0	0	0
1012294	Clark County	Accountability	01/01/2013 to 12/31/2013	7/31/2014	0	0	0	0
1012295	Clark County	Financial and Federal	01/01/2013 to 12/31/2013	7/31/2014	0	0	0	0
1012364	Yakima County	Financial and Federal	01/01/2013 to 12/31/2013	8/18/2014	0	0	1	0
1012400	Skagit County	Accountability	01/01/2013 to 12/31/2013	8/21/2014	0	0	0	0
1012421	Thurston County	Accountability	01/01/2013 to 12/31/2013	9/2/2014	0	0	0	0
1012422	Thurston County	Financial and Federal	01/01/2013 to 12/31/2013	9/2/2014	0	0	3	0
1012423	Grant County	Fraud	01/01/2013 to 12/31/2013	9/2/2014	1	0	0	0
1012435	Jefferson County	Financial and Federal	01/01/2013 to 12/31/2013	9/2/2014	0	0	2	0
1012451	King County	Financial and Federal	01/01/2013 to 12/31/2013	9/4/2014	2	0	2	0
1012503	Snohomish County	Financial and Federal	01/01/2013 to 12/31/2013	9/8/2014	0	0	0	0
1012523	Columbia County	Financial and Federal	01/01/2013 to 12/31/2013	9/11/2014	0	0	0	0
<b>1012528</b>	<b>Klickitat County</b>	<b>Financial and Federal</b>	<b>01/01/2013 to 12/31/2013</b>	<b>9/15/2014</b>	<b>1</b>	<b>&lt;&lt;ER&amp;R(1)</b>	<b>2</b>	<b>0</b>
1012537	Pend Oreille County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012540	Franklin County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012541	San Juan County	Accountability	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012542	San Juan County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012544	Grays Harbor County	Accountability	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012545	Grays Harbor County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	2	0	0	0
1012550	Lewis County	Accountability	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012551	Lewis County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	2	0
1012556	Pacific County	Financial and Federal	01/01/2013 to 12/31/2013	9/15/2014	0	0	0	0
1012564	Pierce County	Financial and Federal	01/01/2013 to 12/31/2013	9/18/2014	0	0	0	0
1012580	Asotin County	Financial and Federal	01/01/2013 to 12/31/2013	9/18/2014	0	0	0	0
1012609	Walla Walla County	Financial and Federal	01/01/2013 to 12/31/2013	9/22/2014	0	0	0	0
1012632	Whatcom County	Financial and Federal	01/01/2013 to 12/31/2013	9/22/2014	0	0	0	0
1012633	Whatcom County	Accountability	01/01/2013 to 12/31/2013	9/22/2014	0	0	0	0
1012650	Cowlitz County	Financial and Federal	01/01/2013 to 12/31/2013	9/22/2014	0	0	1	0
1012652	Chelan County	Financial and Federal	01/01/2013 to 12/31/2013	9/22/2014	1	0	1	0
1012657	Okanogan County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	0	0	0	0
<b>1012660</b>	<b>Spokane County</b>	<b>Financial and Federal</b>	<b>01/01/2013 to 12/31/2013</b>	<b>9/25/2014</b>	<b>2</b>	<b>&lt;&lt;(1) (1)&gt;&gt;</b>	<b>2</b>	<b>Ongoing</b>
1012661	Whitman County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	1	0	1	0
1012662	Wahkiakum County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	0	0	0	0
1012663	Kittitas County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	0	0	1	0
1012678	Garfield County	Financial and Federal	01/01/2013 to 12/31/2013	9/25/2014	0	0	0	0
1012698	Lincoln County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	0	0	0	0
<b>1012716</b>	<b>Island County</b>	<b>Financial and Federal</b>	<b>01/01/2013 to 12/31/2013</b>	<b>9/29/2014</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
1012717	Island County	Accountability	01/01/2013 to 12/31/2013	9/29/2014	0	0	1	0
1012721	Stevens County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	0	0	0	0
1012724	Grant County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	0	0	0	0
1012732	Ferry County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	2	0	1	0
1012735	Douglas County	Financial and Federal	01/01/2013 to 12/31/2013	9/29/2014	0	0	0	0
<b>1012745</b>	<b>Skamania County</b>	<b>Accountability</b>	<b>01/01/2012 to 12/31/2013</b>	<b>9/29/2014</b>	<b>0</b>	<b>ER&amp;R(1)&gt;&gt;</b>	<b>1</b>	<b>0</b>
<b>1012746</b>	<b>Skamania County</b>	<b>Financial and Federal</b>	<b>01/01/2013 to 12/31/2013</b>	<b>9/29/2014</b>	<b>3</b>	<b>&lt;&lt;ER&amp;R(1)</b>	<b>2</b>	<b>0</b>
1012753	Adams County	Financial and Federal	01/01/2013 to 12/31/2013	9/30/2014	?	?	?	?
1012754	Adams County	Financial	01/01/2013 to 12/31/2013	9/30/2014	?	?	?	?

### Deputy Director's Activities

Mr. Olsen reported on his activities since the July 2014 meeting.

**Chair Snyder recessed the meeting at 4:45 pm on October 30, 2014. The CRABoard meeting will resume October 31, 2014 at 8:30 am.**



**County Road Administration Board  
Friday, October 31, 2014**

**CALL TO ORDER**

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on November 2, 2012.

**WSACE MANAGING DIRECTOR'S REPORT**

Mr. Rowe gave a brief update on the Washington State Association of County Engineers fall meeting to be held November 18-20 in Spokane. He noted that planning continues for the 2016 National Association of County Engineers National Convention, which will be held in Tacoma.

He highlighted a few issues that the WSACE plans to focus on during the 2015 legislative session.

**STAFF UPDATES**

**Information Technology**

Mr. Hillesland noted that the 25<sup>th</sup> Annual Road Design Conference will be November 3-5 in Spokane. Mr. Ayres spoke briefly about the conference.

Mr. Hillesland gave an overview of Mobility's purpose and history.

Mr. Oyler gave a demonstration of Mobility's Asset Management and Inventory capabilities.

Ms. O'Shea reported on the usage, data sharing and integration in Mobility, and the County Metrics Dashboard.

Mr. Zimmer updated the Board on the Pavement Management portion of Mobility.

Mr. Hillesland reported on Mobility's Maintenance Management functions.

Mr. Hagenlock reported on the new Systemic Safety Project Selection tool in Mobility.

Mr. Davis spoke about Mobility's deployment options.

Mr. Zimmer reported on the various training opportunities available to the counties through the CRAB staff.

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

### **Compliance and Data Analysis**

Mr. Pohle noted changes in County Engineers since the July-August CRABoard meeting.

He reported that staff has been monitoring the 2012 audit finding in Clark County which was Road Fund related. County staff and the SAO audit team had several meetings resulting in a proposed resolution. The Clark County Commissioners are scheduled to take action in a supplementary budget hearing November 4 to restore the funds.

He reported briefly on current audit findings.

Mr. Pohle opened initial discussion regarding consideration of a new standard of good practice related to RAP eligibility and use of road funds for traffic law enforcement. CRAB staff has observed increasing pressure by County Sheriffs to divert Road Funds, increased SAO scrutiny of expenditures claimed against Traffic Law Enforcement, and an increase in questions from counties regarding D(d)iversion and what are legitimate Traffic Law Enforcement expenditures.

He reported on his recent activities, including providing the counties with their County Forces Construction limits for 2015.

### **Intergovernmental Management**

Mr. Monsen reported on his recent activities.

He noted that a three day County Engineers' Training is scheduled for December 9-11 in the CRAB offices. Twelve participants are registered from nine counties, with more on a waiting list. Customized training is scheduled for Friday, November 21 in Spokane at the conclusion of the WSAC conference. Topics will include: Who is CRAB?, What is the Office of the County Engineer?, Guiding Laws and Procedures, and Revenue & Fund Management Issues including Road Fund, ER&R Fund, Road Levy (Limits / Shift / Diversion), and Motor Vehicle Fuel Tax (MVFT).

He noted that the latest update to the County Engineer's/Public Works Director's Desk Manual will be released in early November, with a new section concerning Traffic Law Enforcement.

### **Maintenance Management**

Mr. Moorhead reported that Maintenance Management reviews were conducted in Benton, Klickitat, King, Adams, Stevens, Spokane, Lewis, Snohomish, and Thurston Counties since the July-August CRABoard meeting. He noted that reviews have now been completed with all 39 counties. He presented a summary of the visits, and a list of highlights from each county.

He noted RAP Projects File and Field Reviews conducted in Adams, Lincoln, Okanogan, Stevens and Chelan Counties; and other meetings he has attended.

He listed training sessions conducted by CRAB staff since the July-August 2014 CRABoard meeting, as well as sessions scheduled for the next three months for the rest of 2014.

**Meeting adjourned by Chair Snyder at 12:01 pm.**

\_\_\_\_\_  
Chairman

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

2.C

Approve November 20, 2014  
Special CRABoard Meeting Minutes

## **Special CRABoard Meeting**

Davenport Hotel - Boardroom  
Spokane, Washington  
November 20, 2014

### **Members Present:**

Dale Snyder, Douglas County Commissioner, Chair  
Brian Stacy, PE, Pierce County Engineer, Vice-Chair  
Ken Klein, Snohomish County Council Member  
Rob Coffman, Lincoln County Commissioner  
Todd Mielke, Spokane County Commissioner

### **Members Present via Conference Call:**

Bob Koch, Franklin County Commissioner  
Mark Storey, PE, Whitman County Engineer  
Bill Schulte, Lewis County Commissioner

### **Members Absent:**

Andrew Woods, PE, Columbia County Engineer, Second Vice-Chair

### **Staff Present:**

Jay Weber, Executive Director  
Walt Olsen, Deputy Director  
Randy Hart, Grant Programs Manager  
Derek Pohle, Compliance and Data Analysis Manager  
Jeff Monsen, Intergovernmental Policy Manager  
Bob Moorhead, Maintenance Manager

### **Staff Present via Conference Call:**

Karen Pendleton, Executive Assistant

### **Guests:**

Mellissa McFadden, PE, Mason County Engineer  
Doug Bramlette, PE, Douglas County Engineer

### **CALL TO ORDER**

Chairman Snyder called to order the Special CRABoard Meeting at 1:00 PM, November 20, 2014 in Spokane at the Davenport Hotel Boardroom. Chair Snyder turned the meeting over to Vice-Chair Stacy, recusing himself from the meeting and leaving the room.

Mr. Weber asked Ms. Pendleton to verify that all the appropriate steps had been taken to advertise the Special CRABoard meeting. Ms. Pendleton stated that the Code Reviser's office had been notified and the meeting notice had been added to CRAB's website.

Vice-Chair Stacy asked Ms. Pendleton to call roll for the record.

Stacy	Present <input checked="" type="checkbox"/>
Klein	Present <input checked="" type="checkbox"/>
Koch	Present <input checked="" type="checkbox"/>
Coffman	Present <input checked="" type="checkbox"/>
Storey	Present <input checked="" type="checkbox"/>
Schulte	Present <input checked="" type="checkbox"/>
Mielke	Present <input checked="" type="checkbox"/>
Weber	Present <input checked="" type="checkbox"/>
Olsen	Present <input checked="" type="checkbox"/>
Hart	Present <input checked="" type="checkbox"/>
Pohle	Present <input checked="" type="checkbox"/>
Monsen	Present <input checked="" type="checkbox"/>
Moorhead	Present <input checked="" type="checkbox"/>

#### **Douglas County Request for Scope Change**

Mr. Hart reviewed Douglas County's request for a scope change to their Chief Joe Dam Bridge Replacement RAP Project 0913-02. Mr. Hart discussed the timing of the scope change request and staff findings and concluded by recommending approval of the requested scope change. Mr. Bramlette thanked the Board for their consideration. After brief discussions, Mr. Storey moved and Commissioner Mielke seconded to approve Douglas County's request.

Vice-Chair Stacy asked Ms. Pendleton to call for each member to verify their vote when called upon by answering Yea or Nay.

Stacy	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Klein	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Koch	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Coffman	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Storey	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Schulte	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>
Mielke	Yea <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>

**The motion carried.**

Vice-Chair Stacy thanked everyone for their participation and adjourned the meeting at 1:15PM.

Chairman's Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

3.B

Current Budget Status -  
Jay Weber



County Road Administration Board Agency Summary BITD as of December 2014

Category	FY Allotment	FYTD Allotment	YTD Expenditures	FYTD Variance	FY Variance
Salaries and Wages	2,873,566	2,189,141	2,105,590	83,551	767,976
Employee Benefits	796,924	607,400	574,543	32,857	222,381
Goods and Other Services	728,648	539,595	439,359	100,236	289,289
Travel	145,704	104,018	109,576	(5,558)	36,128
Capital Outlays	26,158	44,005	25,010	18,995	1,148
Grants, Benefits & Client Services	100,100,000	74,601,473	67,259,038	7,342,435	32,840,962
<b>Sum:</b>	<b>104,671,000</b>	<b>78,085,632</b>	<b>70,513,115</b>	<b>7,572,517</b>	<b>34,157,885</b>

Category	FM Allotment	FM Expenditure	FM Variance	FYTD Allotment	FYTD Expenditures	FYTD Variance
Salaries and Wages	113,717	119,011	(5,294)	2,189,141	2,105,590	83,551
AA State Classified	96,636	102,428	(5,792)	1,862,925	1,811,920	51,005
AC State Exempt	17,000	16,583	417	292,000	290,917	1,083
AS Sick Leave Buy-Out	81	0	81	17,542	2,753	14,789
AT Terminal Leave	0	0	0	16,674	0	16,674
Employee Benefits	30,655	30,706	(51)	607,400	574,543	32,857
BA Old Age and Survivors Insurance	6,609	6,836	(227)	135,318	126,926	8,392
BB Retirement and Pensions	10,930	10,961	(31)	194,189	193,015	1,174
BC Medical Aid & Industrial Insurance	650	625	25	11,700	10,931	769
BD Health, Life & Disability Insurance	10,704	10,596	109	234,042	213,753	20,289
BH Hospital Insurance (Medicare)	1,762	1,690	72	32,101	29,893	2,208
BZ Other Employee Benefits	0	0	0	50	25	25
Goods and Other Services	27,609	28,384	(775)	539,595	439,359	100,236
EA Supplies and Materials	599	249	350	10,782	8,778	2,004
EB Communications/Telecommunications	3,041	2,345	696	54,738	36,808	17,930
EC Utilities	2,381	1,024	1,357	24,338	19,292	5,047
ED Rentals and Leases - Land & Buildings	10,130	9,799	331	180,520	176,376	4,144
EE Repairs, Alterations & Maintenance	85	0	85	1,135	694	441
EF Printing and Reproduction	376	435	(59)	6,768	5,296	1,472
EG Employee Prof Dev & Training	1,941	2,497	(556)	29,228	30,652	(1,424)
EH Rental & Leases - Furn & Equipment	308	192	116	5,544	3,673	1,871
EJ Subscriptions	290	165	125	5,220	1,841	3,379
EK Facilities and Services	(1,710)	527	(2,237)	18,371	9,771	8,600
EL Data Processing Services (Interagency)	1,154	4,146	(2,992)	43,264	37,476	5,788
EM Attorney General Services	1,473	701	772	26,508	7,119	19,389
EN Personnel Services	900	190	710	35,600	24,109	11,491
EP Insurance	0	0	0	3,350	2,961	389
ER Other Contractual Services	1,861	3,176	(1,315)	37,929	32,591	5,338
ES Vehicle Maintenance & Operating Cst	530	69	461	4,920	3,129	1,791
ET Audit Services	0	0	0	0	0	0
EW Archives & Records Management Svcs	0	0	0	660	648	12
EY Software Licenses and Maintenance	4,250	2,868	1,382	50,720	38,350	12,370
EZ Other Goods and Services	0	0	0	0	(203)	203
Travel	5,281	7,392	(2,111)	104,018	109,576	(5,558)
GA In-State Subsistence & Lodging	3,245	2,194	1,051	57,180	58,236	(1,056)
GC Private Automobile Mileage	1,200	0	1,200	16,700	16,813	(113)
GD Other Travel Expenses	251	324	(73)	4,568	4,608	(40)
GF Out-Of-State Subsistence & Lodging	0	0	0	6,000	5,438	562
GG Out-Of-State Air Transportation	335	0	335	4,270	2,779	1,491
GN Motor Pool Services	250	4,874	(4,624)	15,300	21,702	(6,402)
Capital Outlays	(2,973)	1,896	(4,869)	44,005	25,010	18,995
JA Noncapitalized Assets	(2,318)	1,896	(4,214)	33,185	22,364	10,821
JB Noncapitalized Software	(45)	0	(45)	2,200	2,646	(446)
JC Furnishings & Equipment	(610)	0	(610)	8,620	0	8,620
Grants, Benefits & Client Services	5,351,906	1,839,745	3,512,161	74,601,473	67,259,038	7,342,435
NZ Other Grants and Benefits	5,351,906	1,839,745	3,512,161	74,601,473	67,259,038	7,342,435
<b>Total Dollars</b>	<b>5,526,195</b>	<b>2,027,134</b>	<b>3,499,061</b>	<b>78,085,632</b>	<b>70,513,115</b>	<b>7,572,517</b>

County Road Administration Board Agency Summary FYTD as of December 2014

Fund 102- Rural Arterial Trust Account Summary

Category	FY Allotment	FYTD Allotment	YTD Expenditures	FYTD Variance	FY Variance
Salaries and Wages	695,052	526,131	503,984	22,147	191,068
Employee Benefits	195,878	149,076	139,330	9,746	56,548
Goods and Other Services	34,884	24,770	19,109	5,661	15,775
Travel	9,036	5,520	4,632	888	4,404
Capital Outlays	2,150	2,230	1,050	1,180	1,100
Grants, Benefits & Client Services	57,394,000	39,368,570	32,460,010	6,908,561	24,933,991
<b>Sum:</b>	<b>58,331,000</b>	<b>40,076,297</b>	<b>33,128,115</b>	<b>6,948,182</b>	<b>25,202,885</b>

Category	FY Allotment	FY Expenditure	FY Variance	FYTD Allotment	FYTD Expenditures	FYTD Variance
Salaries and Wages	28,131	28,144	(13)	526,131	503,984	22,147
AA State Classified	28,050	28,144	(94)	524,360	503,172	21,188
AC State Exempt	0	0	0	0	0	0
AS Sick Leave Buy-Out	81	0	81	1,071	812	259
AT Terminal Leave	0	0	0	700	0	700
Employee Benefits	7,800	7,472	328	149,076	139,330	9,746
BA Old Age and Survivors Insurance	1,831	1,711	120	32,886	30,608	2,278
BB Retirement and Pensions	2,639	2,592	47	46,265	46,026	239
BC Medical Aid & Industrial Insurance	166	154	12	2,988	2,779	209
BD Health, Life & Disability Insurance	2,736	2,615	121	59,246	52,759	6,487
BH Hospital Insurance (Medicare)	428	400	28	7,689	7,158	531
BZ Other Employee Benefits	0	0	0	2	1	1
Goods and Other Services	1,475	1,192	283	24,770	19,109	5,661
EA Supplies and Materials	25	10	15	450	368	82
EB Communications/Telecommunications	128	99	30	2,304	1,546	758
EC Utilities	176	43	133	1,268	810	458
ED Rentals and Leases - Land & Buildings	622	412	210	9,056	8,045	1,011
EE Repairs, Alterations & Maintenance	11	0	11	63	29	34
EF Printing and Reproduction	16	18	(2)	288	222	66
EG Employee Prof Dev & Training	103	105	(2)	1,354	1,303	51
EH Rental & Leases - Furn & Equipment	13	8	5	234	154	80
EJ Subscriptions	12	7	5	216	81	135
EK Facilities and Services	11	22	(11)	1,104	410	694
EL Data Processing Services (Interagency)	48	174	(126)	1,812	1,574	238
EM Attorney General Services	62	29	33	1,116	299	817
EN Personnel Services	0	8	(8)	1,344	1,013	331
EP Insurance	0	0	0	286	124	162
ER Other Contractual Services	(116)	133	(249)	993	1,369	(376)
ES Vehicle Maintenance & Operating Cst	30	3	27	220	131	89
ET Audit Services	0	0	0	0	0	0
EW Archives & Records Management Svcs	0	0	0	30	27	3
EY Software Licenses and Maintenance	334	120	214	2,632	1,611	1,021
EZ Other Goods and Services	0	0	0	0	(9)	9
Travel	516	340	176	5,520	4,632	888
GA In-State Subsistence & Lodging	301	92	209	2,868	2,446	422
GC Private Automobile Mileage	129	0	129	922	706	216
GD Other Travel Expenses	11	43	(32)	198	223	(25)
GF Out-Of-State Subsistence & Lodging	0	0	0	252	228	24

	GG	Out-Of-State Air Transportation	25	0	25	276	117	159
	GN	Motor Pool Services	50	205	(155)	1,004	911	93
<b>Capital Outlays</b>			<b>(13)</b>	<b>80</b>	<b>(93)</b>	<b>2,230</b>	<b>1,050</b>	<b>1,180</b>
	JA	Noncapitalized Assets	(38)	80	(118)	1,570	939	631
	JB	Noncapitalized Software	(8)	0	(8)	66	111	(45)
	JC	Furnishings & Equipment	33	0	33	594	0	594
<b>Grants, Benefits &amp; Client Services</b>			<b>3,993,488</b>	<b>579,708</b>	<b>3,413,780</b>	<b>39,368,570</b>	<b>32,460,010</b>	<b>6,908,561</b>
	NZ	Other Grants and Benefits	3,993,488	579,708	3,413,780	39,368,570	32,460,010	6,908,561
<b>Total Dollars</b>			<b>4,031,397</b>	<b>616,936</b>	<b>3,414,461</b>	<b>40,076,297</b>	<b>33,128,115</b>	<b>6,948,182</b>

### Fund 106- Highway Safety Account Summary

<u>Category</u>	<u>FY Allotment</u>	<u>FYTD Allotment</u>	<u>YTD Expenditures</u>	<u>FYTD Variance</u>	<u>FY Variance</u>
Grants, Benefits & Client Services	10,000,000	10,000,000	10,000,000	0	0
<b>Sum:</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>0</b>	<b>0</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>FYTD Allotment</u>	<u>FYTD Expenditures</u>	<u>FYTD Variance</u>
Grants, Benefits & Client Services	0	0	0	10,000,000	10,000,000	0
NZ Other Grants and Benefits	0	0	0	10,000,000	10,000,000	0
<b>Total Dollars</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>10,000,000</b>	<b>10,000,000</b>	<b>0</b>

### Fund 108- Motor Vehicle Account Summary

<u>Category</u>	<u>FY Allotment</u>	<u>FYTD Allotment</u>	<u>YTD Expenditures</u>	<u>FYTD Variance</u>	<u>FY Variance</u>
Salaries and Wages	1,430,740	1,087,986	1,060,567	27,419	370,173
Employee Benefits	390,639	296,508	284,905	11,603	105,734
Goods and Other Services	304,288	219,091	174,586	44,505	129,702
Travel	60,861	43,559	43,161	398	17,700
Capital Outlays	4,472	15,372	9,854	5,518	(5,382)
Grants, Benefits & Client Services	706,000	706,000	705,800	200	200
<b>Sum:</b>	<b>2,897,000</b>	<b>2,368,516</b>	<b>2,278,872</b>	<b>89,644</b>	<b>618,128</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>FYTD Allotment</u>	<u>FYTD Expenditures</u>	<u>FYTD Variance</u>
Salaries and Wages	56,990	60,596	(3,606)	1,087,986	1,060,567	27,419
AA State Classified	39,990	44,012	(4,022)	782,642	768,595	14,047
AC State Exempt	17,000	16,583	417	292,000	290,917	1,083
AS Sick Leave Buy-Out	0	0	0	6,774	1,055	5,719
AT Terminal Leave	0	0	0	6,570	0	6,570
<b>Employee Benefits</b>	<b>14,760</b>	<b>15,171</b>	<b>(411)</b>	<b>296,508</b>	<b>284,905</b>	<b>11,603</b>
BA Old Age and Survivors Insurance	2,819	3,295	(476)	66,241	63,595	2,646
BB Retirement and Pensions	5,462	5,581	(119)	98,210	97,557	653
BC Medical Aid & Industrial Insurance	304	302	2	5,472	5,130	342
BD Health, Life & Disability Insurance	5,299	5,132	167	110,628	103,531	7,097
BH Hospital Insurance (Medicare)	876	861	15	15,937	15,081	856
BZ Other Employee Benefits	0	0	0	20	10	10
<b>Goods and Other Services</b>	<b>12,674</b>	<b>11,183</b>	<b>1,491</b>	<b>219,091</b>	<b>174,586</b>	<b>44,505</b>
EA Supplies and Materials	236	98	138	4,248	3,419	829
EB Communications/Telecommunications	1,198	924	274	21,564	14,502	7,062
EC Utilities	890	404	486	9,700	7,601	2,099
ED Rentals and Leases - Land & Buildings	4,101	3,861	240	72,458	70,854	1,604
EE Repairs, Alterations & Maintenance	34	0	34	532	274	258
EF Printing and Reproduction	148	171	(23)	2,664	2,086	578
EG Employee Prof Dev & Training	733	984	(251)	11,534	12,225	(691)
EH Rental & Leases - Furn & Equipment	121	75	46	2,178	1,447	731
EJ Subscriptions	114	65	49	2,052	734	1,318



EK	Facilities and Services	(751)	208	(959)	6,928	3,850	3,078
EL	Data Processing Services (Interagency)	455	1,634	(1,179)	17,049	14,766	2,283
EM	Attorney General Services	580	276	304	10,438	2,805	7,633
EN	Personnel Services	900	75	825	16,208	9,499	6,709
EP	Insurance	0	0	0	1,308	1,167	141
ER	Other Contractual Services	1,485	1,251	234	17,232	12,841	4,391
ES	Vehicle Maintenance & Operating Cst	200	27	173	2,000	1,233	767
ET	Audit Services	0	0	0	0	0	0
EW	Archives & Records Management Svcs	0	0	0	258	255	3
EY	Software Licenses and Maintenance	2,230	1,130	1,100	20,740	15,110	5,630
EZ	Other Goods and Services	0	0	0	0	(80)	80
<b>Travel</b>		<b>2,227</b>	<b>2,900</b>	<b>(673)</b>	<b>43,559</b>	<b>43,161</b>	<b>398</b>
GA	In-State Subsistence & Lodging	1,252	864	388	23,056	22,945	111
GC	Private Automobile Mileage	476	0	476	6,768	6,624	144
GD	Other Travel Expenses	99	115	(16)	1,807	1,803	4
GF	Out-Of-State Subsistence & Lodging	0	0	0	2,364	2,143	222
GG	Out-Of-State Air Transportation	200	0	200	2,036	1,095	941
GN	Motor Pool Services	200	1,921	(1,721)	7,528	8,551	(1,023)
<b>Capital Outlays</b>		<b>(1,816)</b>	<b>747</b>	<b>(2,563)</b>	<b>15,372</b>	<b>9,854</b>	<b>5,518</b>
JA	Noncapitalized Assets	(1,594)	747	(2,341)	10,968	8,811	2,157
JB	Noncapitalized Software	(33)	0	(33)	806	1,042	(236)
JC	Furnishings & Equipment	(189)	0	(189)	3,598	0	3,598
<b>Grants, Benefits &amp; Client Services</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>706,000</b>	<b>705,800</b>	<b>200</b>
NZ	Other Grants and Benefits	0	0	0	706,000	705,800	200
<b>Total Dollars</b>		<b>84,835</b>	<b>90,597</b>	<b>(5,762)</b>	<b>2,368,516</b>	<b>2,278,872</b>	<b>89,644</b>

### Fund 186- County Arterial Preservation Acct Summary

Category	FY Allotment	FYTD Allotment	YTD Expenditures	FYTD Variance	FY Variance
Salaries and Wages	747,774	575,024	541,040	33,984	206,734
Employee Benefits	210,407	161,816	150,307	11,509	60,100
Goods and Other Services	389,476	295,734	245,664	50,070	143,812
Travel	75,807	54,939	61,783	(6,844)	14,024
Capital Outlays	19,536	26,403	14,106	12,297	5,430
Grants, Benefits & Client Services	32,000,000	24,526,903	24,093,228	433,675	7,906,772
<b>Sum:</b>	<b>33,443,000</b>	<b>25,640,819</b>	<b>25,106,127</b>	<b>534,692</b>	<b>8,336,873</b>

Category	FY Allotment	FY Expenditure	FY Variance	FYTD Allotment	FYTD Expenditures	FYTD Variance	
<b>Salaries and Wages</b>	<b>28,596</b>	<b>30,272</b>	<b>(1,676)</b>	<b>575,024</b>	<b>541,040</b>	<b>33,984</b>	
AA	State Classified	28,596	30,272	(1,676)	555,923	540,153	15,770
AC	State Exempt	0	0	0	0	0	
AS	Sick Leave Buy-Out	0	0	0	9,697	886	8,811
AT	Terminal Leave	0	0	0	9,404	0	9,404
<b>Employee Benefits</b>	<b>8,095</b>	<b>8,063</b>	<b>32</b>	<b>161,816</b>	<b>150,307</b>	<b>11,509</b>	
BA	Old Age and Survivors Insurance	1,959	1,830	129	36,191	32,723	3,468
BB	Retirement and Pensions	2,829	2,788	41	49,714	49,432	282
BC	Medical Aid & Industrial Insurance	180	168	12	3,240	3,022	218
BD	Health, Life & Disability Insurance	2,669	2,849	(180)	64,168	57,463	6,705
BH	Hospital Insurance (Medicare)	458	428	30	8,475	7,653	822
BZ	Other Employee Benefits	0	0	0	28	14	14
<b>Goods and Other Services</b>	<b>13,460</b>	<b>16,008</b>	<b>(2,548)</b>	<b>295,734</b>	<b>245,664</b>	<b>50,070</b>	
EA	Supplies and Materials	338	141	197	6,084	4,991	1,093
EB	Communications/Telecommunications	1,715	1,323	392	30,870	20,760	10,110
EC	Utilities	1,315	578	737	13,370	10,880	2,490

ED	Rentals and Leases - Land & Buildings	5,407	5,526	(119)	99,006	97,477	1,529
EE	Repairs, Alterations & Maintenance	40	0	40	540	392	148
EF	Printing and Reproduction	212	245	(33)	3,816	2,987	829
EG	Employee Prof Dev & Training	1,105	1,409	(304)	16,340	17,124	(784)
EH	Rental & Leases - Furn & Equipment	174	108	66	3,132	2,072	1,060
EJ	Subscriptions	164	93	71	2,952	1,026	1,926
EK	Facilities and Services	(970)	297	(1,267)	10,339	5,511	4,828
EL	Data Processing Services (Interagency)	651	2,339	(1,688)	24,403	21,136	3,267
EM	Attorney General Services	831	395	436	14,954	4,015	10,939
EN	Personnel Services	0	107	(107)	18,048	13,598	4,450
EP	Insurance	0	0	0	1,756	1,670	86
ER	Other Contractual Services	492	1,791	(1,299)	19,704	18,381	1,323
ES	Vehicle Maintenance & Operating Cst	300	39	261	2,700	1,764	936
ET	Audit Services	0	0	0	0	0	0
EW	Archives & Records Management Svcs	0	0	0	372	365	7
EY	Software Licenses and Maintenance	1,686	1,618	68	27,348	21,629	5,719
EZ	Other Goods and Services	0	0	0	0	(115)	115
<b>Travel</b>		<b>2,538</b>	<b>4,151</b>	<b>(1,613)</b>	<b>54,939</b>	<b>61,783</b>	<b>(6,844)</b>
GA	In-State Subsistence & Lodging	1,692	1,237	455	31,256	32,845	(1,589)
GC	Private Automobile Mileage	595	0	595	9,010	9,483	(473)
GD	Other Travel Expenses	141	165	(24)	2,563	2,581	(18)
GF	Out-Of-State Subsistence & Lodging	0	0	0	3,384	3,067	317
GG	Out-Of-State Air Transportation	110	0	110	1,958	1,567	391
GN	Motor Pool Services	0	2,749	(2,749)	6,768	12,240	(5,472)
<b>Capital Outlays</b>		<b>(1,144)</b>	<b>1,070</b>	<b>(2,214)</b>	<b>26,403</b>	<b>14,106</b>	<b>12,297</b>
JA	Noncapitalized Assets	(686)	1,070	(1,756)	20,647	12,613	8,034
JB	Noncapitalized Software	(4)	0	(4)	1,328	1,492	(164)
JC	Furnishings & Equipment	(454)	0	(454)	4,428	0	4,428
<b>Grants, Benefits &amp; Client Services</b>		<b>1,358,418</b>	<b>1,260,037</b>	<b>98,381</b>	<b>24,526,903</b>	<b>24,093,228</b>	<b>433,675</b>
NZ	Other Grants and Benefits	1,358,418	1,260,037	98,381	24,526,903	24,093,228	433,675
<b>Total Dollars</b>		<b><u>1,409,963</u></b>	<b><u>1,319,601</u></b>	<b><u>90,362</u></b>	<b><u>25,640,819</u></b>	<b><u>25,106,127</u></b>	<b><u>534,692</u></b>

3.C

2015-2017 Budget Request

# County Road Administration Board

RCW 36.78

Request	\$86,941,000	
Net change from current biennium	\$5,336,000	Increase
Percent change from current biennium	5.8%	Increase

The County Road Administration Board is responsible for developing and administering standards for county road departments, administering the statewide county road log and the county gas tax distribution formula, administering the Rural Arterial Program, the County Arterial Preservation Program, and the County Ferry Capital Improvement Program.

## Agency Mission

The mission of the County Road Administration Board is to preserve and enhance the transportation infrastructure of Washington counties by providing standards of good practice, fair administration of funding programs, visionary leadership, and integrated, progressive, and professional technical services.

## Agency Level Summary

### Operating Budget: Summary

2013-15 Appropriations		Appropriated Funds	Expenditures		
Amount	Estimated Balance		2011-13 Actual	2013-15 Estimated	2015-17 Proposed
939,000	2,000	Rural Arterial Trust Account - State	867,738	937,000	1,007,000
2,195,000	4,000	Motor Vehicle Account - State	2,086,000	2,191,000	2,370,000
1,446,000	3,000	County Arterial Preservation Acct - State	1,127,385	1,443,000	1,525,000
<u>4,580,000</u>	<u>9,000</u>	Total Appropriated Funds	<u>4,081,123</u>	<u>4,571,000</u>	<u>4,902,000</u>

### Capital Budget: Summary\*

2013-15 Appropriations		Appropriated Funds	Expenditures		
Amount	Estimated Balance		2011-13 Actual	2013-15 Estimated	2015-17 Proposed
57,394,000	12,394,000	Rural Arterial Trust Account - State	43,113,294	45,000,000	48,000,000
10,000,000		Highway Safety Account - State	3,500,000	10,000,000	
706,000		Motor Vehicle Account - State	874,000	706,000	706,000
32,000,000		County Arterial Preservation Acct - State	29,360,000	32,000,000	33,333,000
<u>100,100,000</u>	<u>12,394,000</u>	Total Appropriated Funds	<u>76,847,294</u>	<u>87,706,000</u>	<u>82,039,000</u>

\*For detail projects, see 2015-17 Capital Plan.

### Operating Budget: Change from Preceding Biennium

	2011-13 Actual		2013-15 Estimated		2015-17 Proposed	
	Amount	Percent	Amount	Percent	Amount	Percent
Total	(233,026)	(5.4)%	489,877	12.0%	331,000	7.2%

### Employment Summary

	2012-13 Actual	2013-14 Estimated	2014-15 Estimated	2015-16 Proposed	2016-17 Proposed
FTE Staff Years	14.9	15.8	17.0	17.2	17.2

**Agency: 406 - County Road Administration Board**  
**Version: 20 - Agency Request Budget**  
**Version: 40 - Governor's 2015-17 Budget - New Law**

12/18/14  
2:05PM

**Two Way RecSum Version Compare**

Dollars in Thousands

	Version: 20 (Trans. + Omni.)			Version: 40 (Trans. + Omni.)			Difference (2-1)		
	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds
<b>2013-15 Expenditure Authority</b>	<b>17.2</b>	<b>104,680</b>	<b>104,680</b>	<b>17.2</b>	<b>104,680</b>	<b>104,680</b>			
1Z Zero-Base Capital Program		(100,100)	(100,100)		(100,100)	(100,100)			
92K DES Central Services		6	6		6	6			
92M Biennialize Salary Step M		4	4		4	4			
9R Match Final PEB FY 15 Funding Rate		(9)	(9)		(9)	(9)			
G05 Biennialize Employee PEB Rate		65	65		65	65			
<b>Total Carry Forward Level</b>	<b>17.2</b>	<b>4,646</b>	<b>4,646</b>	<b>17.2</b>	<b>4,646</b>	<b>4,646</b>			
% Change from Current Biennium		(95.6)%	(95.6)%		(95.6)%	(95.6)%			
<b>Carry Forward plus Workload Changes</b>	<b>17.2</b>	<b>4,646</b>	<b>4,646</b>	<b>17.2</b>	<b>4,646</b>	<b>4,646</b>			
% Change from Current Biennium		(95.6)%	(95.6)%		(95.6)%	(95.6)%			
8R Retirement Buyout Costs		196	196		196	196			(196)
92A State Data Center						(3)			(3)
92E Legal Services						(32)			(32)
92F Office of Chief Information Officer						2			2
92K DES Central Services						53			53
92T Time, Leave and Attendance System						1			1
9D Pension and DRS Rate Changes						58			58
AF County Arterial Preservation Acct		32,000	32,000		31,250	31,250			(750)
AG Highway Safety Account		10,000	10,000		10,000	10,000			
AH Rural Arterial Trust Account		48,000	48,000		48,000	48,000			
AI County Ferry Capital Improvement		706	706		706	706			(10,000)



**Two Way RecSum Version Compare**

**Agency: 406 - County Road Administration Board**  
**Version: 20 - Agency Request Budget**  
**Version: 40 - Governor's 2015-17 Budget - New Law**

Dollars in Thousands

	Version: 20 (Trans. + Omni.)			Version: 40 (Trans. + Omni.)			Difference (2-1)		
	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds
<b>Total Maintenance Level</b>	<b>17.2</b>			<b>17.2</b>					
% Change from Current Biennium			<b>95,548 (8.7)%</b>			<b>84,681 (19.1)%</b>			<b>(10,867) (10.4)%</b>
92F Office of Chief Information Officer						1			1
92J CTS Central Services						7			7
92K DES Central Services						6			6
92L Core Financial Systems Replacement						1			1
92T Time, Leave and Attendance System						1			1
G06 State Public Employee Benefits Rate						24			24
GBA New Revenue-Enhance CRAB Projects						2,083			2,083
GL9 General Wage Incr-State Employees						137			137
<b>Subtotal - Performance Level Changes</b>						<b>2,260</b>			<b>2,260</b>
<b>2015-17 Total Proposed Budget</b>	<b>17.2</b>		<b>95,548 (8.7)%</b>	<b>17.2</b>		<b>86,941 (16.9)%</b>			<b>(8,607) (8.2)%</b>
% Change from Current Biennium									
<b>92A State Data Center</b>									
Agency budgets are adjusted to reflect each agency's allocated share of debt service for the state data center.									
<b>92E Legal Services</b>									
Agency budgets are adjusted to update each agency's allocated share of charges and to reflect a reduction in legal service charges. The Attorney General's Office (AGO) will work with client agencies to implement stricter policies and best practices regarding utilization of its services to achieve lower legal bills.									
<b>92F Office of Chief Information Officer</b>									
Agency budgets are adjusted to update each agency's allocated share of charges and to reflect increased billing levels for software subscriptions and office relocation.									

**Two Way RecSum Version Compare**

12/18/14  
2:05PM

**Agency: 406 - County Road Administration Board**  
**Version: 20 - Agency Request Budget**  
**Version: 40 - Governor's 2015-17 Budget - New Law**

Dollars in Thousands

**92J CTS Central Services**

Agency budgets are adjusted to update each agency's allocated share of charges from Consolidated Technology Services (CTS) to reflect an increase in business continuity/disaster recovery costs and a new allocated charge for state data network costs.

**92K DES Central Services**

Agency budgets are adjusted to update each agency's allocated share of charges and to align with anticipated billing levels from the Department of Enterprise Services (DES) in the 2015-17 biennium, including changes to the enterprise systems fee, personnel services, and small agency financial services.

**92L Core Financial Systems Replacement**

Agency budgets are adjusted to align with anticipated billings from the Office of Financial Management in the 2015-17 biennium for core financial systems replacement planning through the One Washington project.

**92T Time, Leave and Attendance System**

Agency budgets are adjusted to align with anticipated billings for the Time, Leave and Attendance system, including debt service and project completion costs.

**9D Pension and DRS Rate Changes**

Contribution rates for state pension systems for 2015-17 have been adopted by the Pension Funding Council and the Law Enforcement Officers' and Firefighters' Retirement System Plan 2 Board. This item reflects the new cost to agency budgets of employer contributions to the pension funds. (General Fund - State, Other Funds)

**AF County Arterial Preservation Acct**

The County Arterial Preservation Program provides grants to counties for urban and rural arterial road preservation based on each county's total arterial lane miles. (County Arterial Preservation Account-State)

**AH Rural Arterial Trust Account**

The Rural Arterial Program provides competitive grants to counties for projects on rural roads. (Rural Arterial Trust Account-State)

**AI County Ferry Capital Improvement**

The County Ferry Capital Improvement Program continues funding for the payment of construction loans for replacement of the MV Steilacoom ferry in Pierce County. (Motor Vehicle Account-State)

**G06 State Public Employee Benefits Rate**

## Two Way RecSum Version Compare

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12/18/14  
2:05PM

Dollars in Thousands

Health insurance funding is provided for state employees who are not represented by a union or who are covered by a bargaining agreement that is not subject to financial feasibility determination. Insurance for employees covered by the health insurance coalition is included in funding for their respective collective bargaining agreements. The insurance funding rate is \$913 per employee per month for Fiscal Year 2016 and \$947 per employee per month for Fiscal Year 2017. (General Fund-State, various other accounts)

### **GBA New Revenue-Enhance CRAB Projects \***

Expanded funding is provided for improvements to sustain the structural, safety, and operational integrity of county arterials. (County Arterial Preservation Program Account-State)

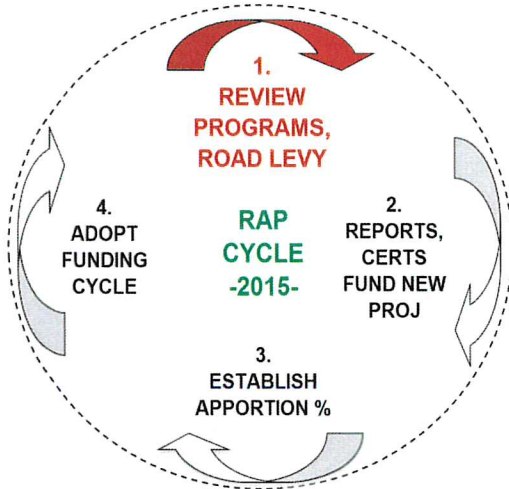
### **GL9 General Wage Incr-State Employees**

Funding is provided for wage increases for state employees who are not represented by a union or who are covered by a bargaining agreement that is not subject to financial feasibility determination. It is sufficient for a general wage increase of 3 percent, effective July 1, 2015; a general wage increase of 1.8 percent for employees who earn \$2,500 a month or more, effective July 1, 2016; and a general wage increase of 1 percent plus a \$20 per month increase for employees who earn less than \$2,500 per month, effective July 1, 2016. This item includes both higher education and general government workers. (General Fund-State, various other accounts)

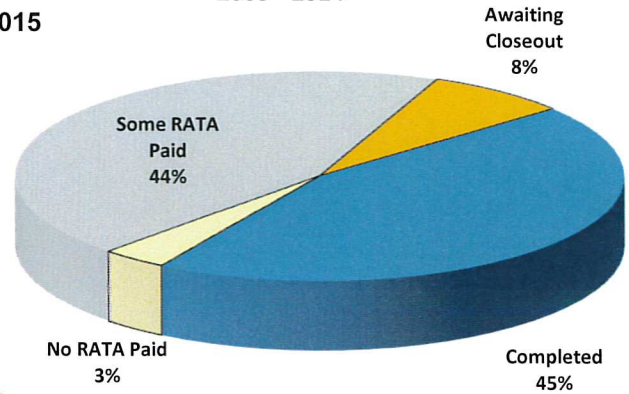
4.A

RAP Program Status Report -  
Randy Hart, PE

## RURAL ARTERIAL PROGRAM JANUARY, 2015



### Projects Funded 2003 - 2014



### PROJECT STATUS:

Billing Phase	'83-'03	'03-'05	'05-'07	'07-'09	'09-'11	'11-'13	'13-'15	TOTAL
Completed	886	42	26	34	15	1	1	1005
Awaiting Closeout		2		3	5		3	13
Some RATA paid	1	1	2	9	24	1	40	78
No RATA Paid							6	6
<b>TOTAL</b>	<b>887</b>	<b>45</b>	<b>28</b>	<b>46</b>	<b>44</b>	<b>2</b>	<b>50</b>	<b>1102</b>

### FUND STATUS

#### Anticipated Revenue to end of '13 - '15 Biennium:

Fuel tax receipts and interest to June, 2013	484,755,956
Estimated fuel tax receipts and interest July 2013 thru June 2015	37,289,913
<b>Total estimated revenue</b>	<b>522,045,870</b>

#### RAP Expenditures to date:

To Completed Projects	449,663,005
To Projects in Design or Under Construction	38,543,395
Administration	9,622,688
<b>Total RATA spent</b>	<b>497,829,088</b>

#### RAP Obligations:

RATA Balance on Current Active Projects	87,537,478
Pending funds to be allocated (active projects)	21,404,952
Estimated remaining administration through 2013 - 2015 biennium	398,340
<b>Total RATA obligated</b>	<b>109,340,770</b>

### QTR4 - 2014 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
October	\$19,922,341.98	\$1,706,596.46	\$3,969.84	(3,157,922.07)	21	(37,451.26)	\$18,437,534.95
November	\$18,437,534.95	\$1,580,936.17	\$4,808.76	(4,898,744.26)	27	(36,660.97)	\$15,087,874.65
December	\$15,087,874.65	\$1,633,443.29	\$4,097.84	(579,708.11)	18	(\$37,227.67)	\$16,108,480.00
<b>TOTALS:</b>		<b>\$4,920,975.92</b>	<b>\$12,876.4</b>	<b>(8,636,374.44)</b>	<b>66</b>	<b>(111,339.90)</b>	

**Projects facing Construction Lapsing in April, 2015**

County	Road Name	BMP	EMP	Date		Status
				Approved	Lapsing Date	
Columbia	LYONS FERRY ROAD	0.00	0.96	4/16/2009	4/16/2015	On Schedule
Jefferson	PARADISE BAY 2	0.37	1.53	4/16/2009	4/16/2015	On Schedule
King	WEST SNOQUALMIE VALLEY RD	3.78	4.94	4/16/2009	4/16/2015	Pending update
Kitsap	SEABECK HWY	2.31	3.40	4/16/2009	4/16/2015	On Schedule
Mason	CLOQUALLUM ROAD	5.85	6.85	4/29/2005	4/29/2015	Will seek extension
Spokane	BIGELOW GULCH RD 4	3.70	6.63	4/19/2007	4/19/2015	On Schedule
Stevens	SWENSON ROAD	0.00	5.49	4/16/2009	4/16/2015	On Schedule
Wahkiakum	ELOCHOMAN VALLEY ROAD	6.10	6.60	4/16/2009	4/16/2015	Will seek extension
Yakima	NORTH MEYERS ROAD BR #502	2.81	2.83	4/19/2007	4/19/2015	On Schedule

**Projects facing Design Lapsing in April, 2015**

County	Road Name	BMP	EMP	Date		Status
				Approved	Lapsing Date	
Island	Boon Road	0.00	0.73	4/24/2014	4/24/2015	
Pacific	Rue Creek Road	2.01	3.38	4/24/2014	4/24/2015	

**Other Project Activities / Requests - last quarter**

County	Road Name	BMP	EMP	PROJ #	Action	Date	Status
Kititas	Westside Road	2.19	6.02	1907-01	Waiver Approved	10/30/2014	Paid Back \$51,057.07
Wahkiakum	Ingalls Road	0.81	1.49	3510-01	Waiver Approved	10/30/2014	Payback pending
Thurston	Delphi Road	5.55	7.40	3409-01	Extend Lapsing	11/3/2014	Lapse 04/16/2017
Douglas	Chief Joe Dam Br	0.37	0.64	0913-02	Scope Change	11/20/2014	Approved
Klickitat	Lakeside and Fisher Hill Roads	0.00 / 21.63	2.20 / 22.90	2014-02	Combine Projects	1/6/2015	Contract amended
Yakima	NORTH MEYERS ROAD	1.50	3.42	3909-02	Withdrawn	1/8/2015	Contract and payback pending
Pend Orielle	McKenzie Road	0.00	2.27	2609-01	Withdrawn	1/12/2015	Contract and payback pending
Benton	Nine Canyon Rd II	4.85	7.50	0309-01	Extend Lapsing	1/22/2015	Lapse 04/16/2016
Wahkiakum	Elochoman Valley Rd	1.50	3.42	3509-02	Extend Lapsing	1/27/2015	Lapse 04/16/2017

4.B

## Regional Meetings Update

*County Road Administration Board – January 29, 2015*  
**Regional RAP meetings update**

Regional meetings were held December 2014 through January, 2015, in the 5 RAP Regions.

CRAB staff provided overview and guidance on:

- Scope changes
- Required Project Development and Spending Plan certifications. Potential Delay of projects
- Overview of RAP WACs 136-100 through 136-210
- Maintenance Management reports
- Annual Forms submittal and compliance

**NE Region:**

- The region plans to leave the funding of project types at 10% Bridge and Drainage Structures, 30% for each of 2R, 3R and RC type projects

**NW Region:**

- The region is developing a Drainage Structure and Short Span Bridge rating method for possible inclusion in the next call for projects

**PS Region:**

- RATA reimbursements for large construction projects (>\$4,000,000 each) in both King and Pierce Counties are being scheduled over a ~three year period 2015 – 2017 to minimize impact to RATA balance. The region is considering adding Short Span Bridges to their existing Drainage project type.

**SE Region:**

- Discussed various simplified methods for rating horizontal curve deficiencies for RAP proposals

**SW Region:**

- Removed the total regional funding limit of \$2,000,000 for 2R projects.

All regions supported the concept of CRABstaff being authorized to approve minor scope changes.



4.C

Resolution 2015-001 -  
Apportion RATA Funds to Regions

**RESOLUTION 2015-001  
APPORTION RATA FUNDS TO REGIONS**

- WHEREAS** RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and
- WHEREAS** RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and
- WHEREAS** the CRABoard established regional apportionment percentages for the 2013 - 2015 biennium at its meeting of August 1, 2013; and
- WHEREAS** RCW 36.79.050 specifies the apportionment percentages that the CRABoard shall use once each calendar quarter to apportion funds credited to the Rural Arterial Trust Account; and
- WHEREAS** RCW 36.79.020 authorizes expenditure of RATA funds for costs associated with program administration;
- NOW THEREFORE, BE IT RESOLVED** that the accrued amount of \$4,705,550 deposited to the RATA in November 2014 through January, 2015, be apportioned to the regions by their 2013 - 2015 biennium regional percentages after setting aside \$120,000 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2013 - 2015)</u>	<u>PRIOR PROGRAM (1983 - 2013)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		<b>120,000</b>	725,250	10,017,565	<b>10,742,815</b>
NORTHEAST	43.49%	<b>1,994,256</b>	11,930,854	202,646,996	<b>214,577,850</b>
NORTHWEST	11.13%	<b>510,372</b>	3,053,355	54,467,934	<b>57,521,289</b>
PUGET SOUND	6.73%	<b>308,608</b>	1,846,278	34,556,630	<b>36,402,909</b>
SOUTHEAST	23.66%	<b>1,084,941</b>	6,490,780	111,959,322	<b>118,450,102</b>
SOUTHWEST	<u>14.99%</u>	<u><b>687,374</b></u>	<u>4,112,290</u>	<u>71,107,509</u>	<u><b>75,219,799</b></u>
<b>TOTAL</b>	100.00%	<b>4,705,550</b>	28,158,808	484,755,956	<b>512,914,764</b>

Adopted by the CRABoard on January 29, 2015

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
ATTEST

4.D

Resolution 2015-002 -  
Delegation of Authority

**RESOLUTION 2015-002**

**DELEGATION OF AUTHORITY TO THE EXECUTIVE DIRECTOR  
REGARDING THE RURAL ARTERIAL PROGRAM**

**WHEREAS**, RCW 36.79 provides for the creation of and the authority for the Rural Arterial Program by the County Road Administration Board (CRABoard), and

**WHEREAS**, RCW 36.79.060 (1) authorizes the CRABoard to implement the provisions of RCW 36.79 relating to the allocation of funds in the rural arterial trust account to counties, and

**WHEREAS**, The CRABoard, through the administrative rulemaking process and specifically WAC 136-100-040, has provided for the delegation of authority of various administrative duties to the executive director of the CRABoard, and

**WHEREAS**, The CRABoard has reviewed the overall administration practices of the Rural Arterial Program for specifically determining authorities to remain with the CRABoard and authorities to be delegated to the executive director.

**NOW, THEREFORE, BE IT RESOLVED** that all existing authorities which have been delegated to the executive director with regard to the Rural Arterial Program, under Resolution 96-028, are hereby terminated, and

**BE IT FURTHER RESOLVED** that the executive director or designee, shall have the following authorities in regards to the administration of the Rural Arterial Program:

1. Development, approval, and dissemination of rural arterial project rating forms, preliminary and final prospectus forms, and project worksheets necessary to implement the prioritization of proposed projects within each region as set forth in WAC 136-130 and WAC 136-161;
2. Approval of increased allocations of Rural Arterial Trust Account funds to previously approved project arrays, including the amendment to the existing CRAB/County contract, provided that any increase shall not exceed the original prospectus RATA requested amount;
3. Approval of withdrawals and terminations as set forth in WAC 136-167 except that waiving of a required RATA reimbursement for such projects shall remain with the CRABoard;
4. Execution of all CRAB/County contracts including combination of or splitting into two or more RATA funded projects as provided for in WAC 136-170;
5. Approval of vouchers as provided for in WAC 136-180;

6. Approval of county requested project scope changes and/or project design changes listed in the final prospectus, beginning and ending mile post changes, and project length changes, as provided under WAC 136-100-040. All changes under this resolution must be made after review and consultation with responsible program staff and must not alter total approved project funding or funding status in any way. All changes under this resolution must be reported to the CRABoard on a quarterly basis.

Adopted by the CRABoard on January 30, 2015.

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Chairperson

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Attest

RESOLUTION 96-028

DELEGATION OF AUTHORITY TO THE EXECUTIVE DIRECTOR WITHIN THE  
RURAL ARTERIAL PROGRAM

**WHEREAS,** RCW 36.79 provides for the creation of and the authority for the Rural Arterial Program by the County Road Administration Board (CRABoard), and

**WHEREAS,** RCW 36.79.060 (1) authorized the CRABoard to implement the provisions of RCW 36.79 relating to the allocation of funds in the rural arterial trust account to counties, and

**WHEREAS,** The CRABoard, through the administrative rulemaking process and specifically WAC 136-100-040, has provided for the delegation of authority of various administrative duties to the executive director of the County Road Administrative Board, and

**WHEREAS,** The CRABoard has reviewed the overall administration practices of the Rural Arterial Program for the purpose of specifically determining which authorities shall remain with the CRABoard and which authorities shall be delegated to the executive director.

**NOW, THEREFORE, BE IT RESOLVED** that all existing authorities which have been implicitly or explicitly delegated to the executive director with regard to the Rural Arterial Program, except those which are or may be delegated by means of adopted administrative rulemaking within the Rural Arterial Program, are hereby terminated, and

**BE IT FURTHER RESOLVED** that the executive director shall have the following authorities in regards to the administration of the Rural Arterial Program:

1. Development, approval and dissemination of rural arterial project rating and both preliminary and final prospectus forms and worksheets necessary to implement the prioritization of proposed projects within each region as set forth in WAC 136-130 and WAC 136-161;
2. Based upon the regional priority arrays and individual project Rural Arterial Trust Account fund requests approved by the CRABoard each biennium and within the approved agency biennial budget for the Rural Arterial Program, approve individual projects for Rural Arterial Trust Account funding in priority order for eligible counties as provided for in WAC 136-161, except that all changes in project scope, design or limits must be approved by the CRABoard;

3. Approval of increased allocations of Rural Arterial Trust Account funds, including the amendment to the existing CRAB/County contract, to previously approved projects within the limits provided for in WAC 136-165-030;
4. Approval of withdrawals and terminations as set forth in WAC 136-167 except that waiving of a required RATA reimbursement for such projects shall remain with the CRABoard;
5. Execution of all CRAB/County contracts including combination of two or more RATA funded projects as provided for in WAC 136-170;
6. Approval of vouchers as provided for in WAC 136-180.

Adopted by the CRABoard on October 3rd, 1996.

  
Chairperson

4.E.1

Clark County Project Request



**REDUCTION IN SCOPE –RAP PROGRAM  
MANLEY ROAD, MP 1.38 – 2.33; CLARK COUNTY  
RAP PROJECT 0613-03**

Nature of Request:

Clark County, per their letter dated January 8, 2015 has requested a scope reduction for the RATA funded Manley Road project. The request is to reduce roadway width improvements from the 26 feet listed in the prospectus to the existing 22 feet over 20% of the project length (milepost 1.58 – 1.72), with no reduction in RATA funding.

All scope changes must be approved by the CRABoard, per CRAB Resolution 96-028, “Delegation of Authority to the Executive Director within the Rural Arterial Program,” adopted October 3, 1996.

Background:

On April 19, 2013, the CRABoard granted partial funding of \$533,100 for Manley Road, which brought the county to its funding limit for the 2013-2015 biennium. The remaining \$1,300,000 of the total \$1,833,100 RATA requested is anticipated to be awarded in later biennium allocations. Total estimated project cost at the time of prospectus submittal was \$2,159,000. The estimate is now \$3,354,000. The project lapses in construction on April 18, 2019.

Original Proposal:

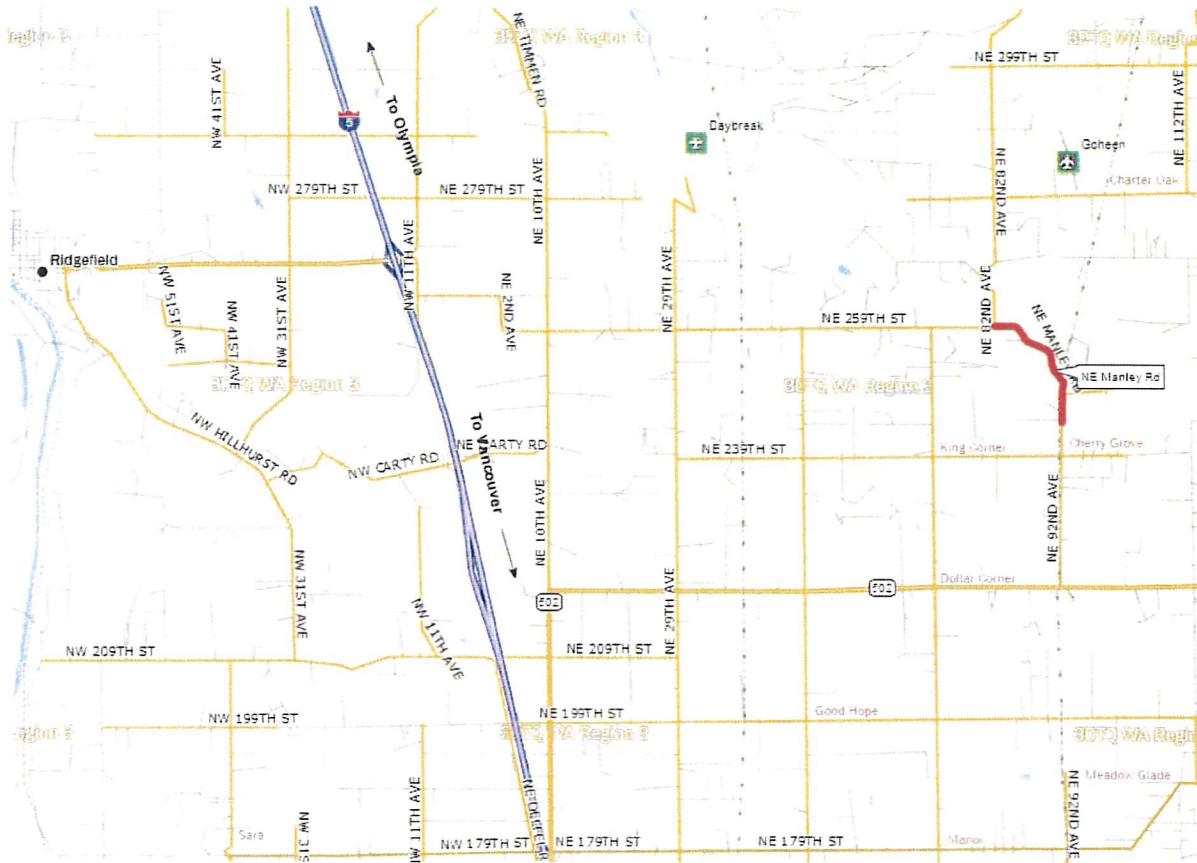
The county prospectus submittal (September, 2012) proposed to widen the roadway, as a 3R project, to 26 feet, comprised of 11 foot lanes and 2 foot shoulders. Other improvements include removal of structures and obstructions, installing guardrail, relocating utilities and replacing 3 box culverts. These all facilitate the wider roadway section that was proposed. The project also adds a 5 inch Hot Mix Asphalt overlay after rebuilding the road base. These improvements gained a total of 70.40 points for the proposal which was ranked sixth out of eleven funded new projects (range: 52.98 – 86.18) on the 2013 – 2015 priority array for the SW Region.

Scope Reduction Details:

The county is now proposing a reduction in the proposed roadway width from 26 feet to 22 feet for a section of the project that has the most severe environmental and right of way constraints. Due to steep side slopes for a short length of the project that are adjacent to environmentally sensitive land, the county proposes instead to install guardrail, maintaining the existing 22 foot width of the road. This reduced width eliminates the need for further environmental mitigation and its associated costs.

Staff Analysis and Recommendation:

Staff has reviewed the project site and noted the areas where the original widening would create the environment impacts cited by the county. Staff finds the proposal to reduce the width of the road to 22 feet at that location will reduce the score of the project to 63.31, still well above the lowest ranked funded project at 52.98. Staff finds that the county still plans to make the significant improvements to the safety and structure of the road stated in the prospectus. At the reduced width, the project would still have been funded. Staff therefore recommends approval of the reduced width with no reduction in RATA funding.





Full Widening section



Reduced width Section





proud past, promising future

CLARK COUNTY  
WASHINGTON

PUBLIC WORKS

January 8, 2015

Randy Hart, P.E.  
County Road Administration Board

**RE:** NE Manley Road - Requested Scope Change  
RAP Project # 0613-03, CRP #322012

Dear Randy,

Clark County Public Works is requesting a scope change to our Manley Road 3R project, which was RATA funded in April 2013. The Manley Road project initially scored 70.40 through the 3R rating matrix for SW WA Region and will now score 63.31 if our proposed scope change is approved.

The major scope change is **roadway width**. Project design has advanced and we now realize that it is not feasible to provide the 26-foot roadway width throughout the entire project, as originally envisioned. Approximately 20% of project is constrained by steep roadway slopes that would not only be cost prohibitive to widen, but will impact environmentally sensitive lands adjacent to the project. The attached 3R grading matrix has been updated with a weighted average width of 25-feet (based on 26-feet for 80% of the project and 22-feet for the remaining 20%). This resulted in a **3 point reduction** to the score from the original 3R grading matrix.

While revising the scoring matrix for the roadway width, it was discovered that the removal of **structure and obstruction item** was assumed for the entire length of the project. Since we are now planning approximately 0.9-miles of guardrail within the clear zone, the removal of structure and obstruction length was reduced to reflect the guardrail installation. This modification to 3R safety checklist resulted in an additional **4.09 point reduction** to the project's total score.

The above mentioned scope changes have resulted in a revised **3R rating of 63.31**. This score exceeds the 55.4 points need for funding per the original 2013 – 2015 biennium scoring criteria.

When the application was initially submitted, the estimated cost for design engineering, right of way acquisition and construction was \$2,159,000. Of this amount, the RATA amount requested was \$1,943,100. While reanalyzing the scope of the application, the engineer's estimate for construction was reassessed and several bid items were adjusted, including increases to Project Temporary Traffic Control, Tree Removal, Common Borrow, and the addition of a contingency factor. The new estimated cost for design engineering, right of way acquisition and construction is \$3,354,000. The County is requesting the initial amount of \$1,943,100, with no additional funding requested due to the scope changes included herein.

Clark County Public Works appreciates the continued support of CRAB staff and Board with our rural road program and hope this minor scope change can be approved at the Jan 29<sup>th</sup> Board meeting so that we can complete the Manley Road design and move into construction.

If you have any questions or need any additional information, please contact Bill Wright at [Bill.Wright@clark.wa.gov](mailto:Bill.Wright@clark.wa.gov) or by phone at: (360) 397-6118 x 4523

Respectfully,



Heath H. Henderson, P.E.  
Public Works Director/County Engineer  
Clark County Public Works

c: Bill Wright, P.E., Transportation Programming Manager

4.E.2

Mason County Project Request

**WAIVER OF PAYBACK OF EXPENDED RATA FUNDS**

NORTH ISLAND DRIVE, MP 0.31 – 1.31

RAP PROJECT NUMBER 2307-01

**MASON COUNTY**

**I. Nature of Request:**

Mason County has requested per their letter dated January 12, 2015 that the CRABoard waive reimbursement of \$98,843.09 in expended RATA funds used for design of their withdrawn North Island Drive project.

According to CRABoard Resolution 96-028, the director may “approve withdrawals and terminations of RAP projects as set forth in WAC 136-167 except that waiving of a required RATA reimbursement for such projects shall remain with the CRABoard.”

**II. Guidelines for consideration of waiver requests:**

A. WAC 136-167-030, Termination of approved project after RATA reimbursement.

‘... (2) If a county terminates an uncompleted RATA funded project for which RATA reimbursement has been made, for other than an unanticipated scope change, and does not want to be required to repay the county road administration board for all RATA funds received, a letter of request signed by the chair of the board of county commissioners or the county executive as appropriate must be sent to the county road administration board. The request must include:

- (a) An explanation of the reasons that the project will not proceed to completion;
- (b) A statement of the amount of RATA funds which the county does not want to repay; and
- (c) An explanation of why the county believes full repayment should not be made.

If the county road administration board grants the request, the county shall repay all RATA funds not exempted from repayment, the CRAB/county contract will be amended, and the remaining RATA funds will be allocated to other projects within the region. If the county road administration board denies the request, full repayment shall be made as provided in subsection (1) of this section...’

B. The CRABoard, at its January 2002 meeting, determined the following:

“After discussion, the Board determined that generally, payback of all project related costs, including design, right of way and construction are eligible to be waived by the CRABoard, and that the CRABoard will continue to consider each waiver request on a case-by-case basis. The CRABoard directed staff to develop a waiver of payback request form for counties to use.”

### **III. Project Development Background:**

**Approval of RATA Funding:** The North Island Drive project was submitted by the county on September 1, 2006 requesting \$1,233,000 in RATA funds. \$1,077,028 was approved for the project on April 19, 2007, and the remaining funding was allocated on March 26, of 2010. Original estimated cost of the project was \$1,420,000. By May 2014, the cost grew to \$1,883,200 and is cited in the waiver request. The county now estimates the cost to construct the project at \$2,863,326. The project lapses for construction on April 19, 2015.

The county has been paid \$98,843.09 in RATA funds for design costs in four requests for reimbursement from January 2011 through January 2014. These costs cover the following:

Stormwater review	\$7,282
Fish and Wildlife issues	\$863
Completed Cultural Resources Report	\$12,728
Completed Geotech. Report	\$12,667
Wetland Delineation	\$2,481
Completed Topographical Survey	\$13,424
Plan Drawings (4)	\$45,388
Cost Estimate	\$2,456
Admin.	\$1,510
Ball Bank testing (alignment design)	\$44
TOTAL	\$98,843

### **IV. Waiver request:**

The county has withdrawn the project (per the attached January 12, 2015 letter and waiver request form) due primarily to the following:

Unanticipated unstable soils that were discovered as unusable for road base materials.  
Utility Easements  
Wetland Impacts  
Fish Passage permit requirements

These issues have increased the project cost to the \$3,230,365 cited by the county (\$2,863,326 for construction), as cited in the attached Waiver Request Form.

### **V. Future County plans for North Island Drive:**

The county provided the following, via email dated January 21, 2015, as a description their priorities and future plans for improvements on North Island Drive:

1. Pavement preservation - In order to maintain the condition of this roadway, Mason County plans to prelevel this section in 2015 (or for the purposes of our CAPP Report, perform Code 4 work, "Prep"). We will then seal coat in 2016. As we pre-level, our Engineering staff will work with Operations and Maintenance to ensure that grade corrections for ride and drainage, and



pavement repairs are consistent with corrections that we had hoped to make with this reconstruction project, as noted during design. The condition of the pavement dictates that we perform this work in the very near future, so we will not apply for 2R RAP funding for this work, but will make it part of our annual pavement preservation activities (funded by CAPP and County Road Funds).

2. Alignment - Work along North Island Drive within the project area will be considered as part of our Systemic Road Safety Plan. Our preliminary plan was developed in 2014 as requested by FHWA to be eligible for County Road Safety Funds. These funds are typically available every other year, and a total of over \$25 million was allocated to Counties in 2014. The goal of each County's Safety Plan is to "reduce accidents to help achieve the state-wide goal of zero traffic deaths and serious injuries by 2030". The focus crash type identified in Mason County is roadway departure, or "run-off-the-road" crashes, and the primary facility type of focus is our rural arterials and collectors. The accident history for this project area, particularly for the period evaluated when the project was selected, included 8 accidents, of which all but 1 were run-off-the-road collisions with fixed objects. While North Island Drive did not appear as our top priority during the 2014 County Road Safety funding cycle, it is likely that it will appear in the future. The work that we have performed to-date will give us a much better idea of the work that is needed to correct alignment issues, and the associated cost.
3. Culvert Replacement - With the existing culvert and wetland data that we have gathered and the contacts that we have made with utility companies and land-owners impacted by this work, we have a good understanding of the scope and cost for culvert replacement at this location. We will continue to monitor the existing culvert for condition and capacity issues and include it on our culvert replacement list to be addressed in the future. If/when conditions dictate, Mason County may submit for RAP Drainage funds (as allowed by the SW Region) during a future funding cycle. The information that we gathered and the design work that has been done to-date provides us with updated cost information to aid in culvert replacements in other areas as well.

## **VI. Staff findings:**

Staff reviewed project records with the county engineer and verified the costs listed above as well as the county's stated plans and priorities for future improvement. The county was able to provide related documentation and reports in support of their costs. Staff also found that the major cost components of the project in rough order of increasing cost and impact are:

Pavement Preservation / Resurfacing

Drainage - Fish Barrier removal.

Road Re-alignment and Construction with associated storm water, wetland and utility costs.

The road realignment and fish barrier requirements, which include stormwater, wetland mitigation, permitting, and cultural resources impacts have made the project too costly for the county. Although the county has gained valuable information for future project(s) consideration, there is currently no commitment to accomplish any of the work.

The county had specified in the 2006 prospectus that it would rebuild the road base and resurface the road with hot mix asphalt per its' proposed road cross section. The visual surface condition scored 14 points out of 25 points available in 2006 per the RAP prospectus.

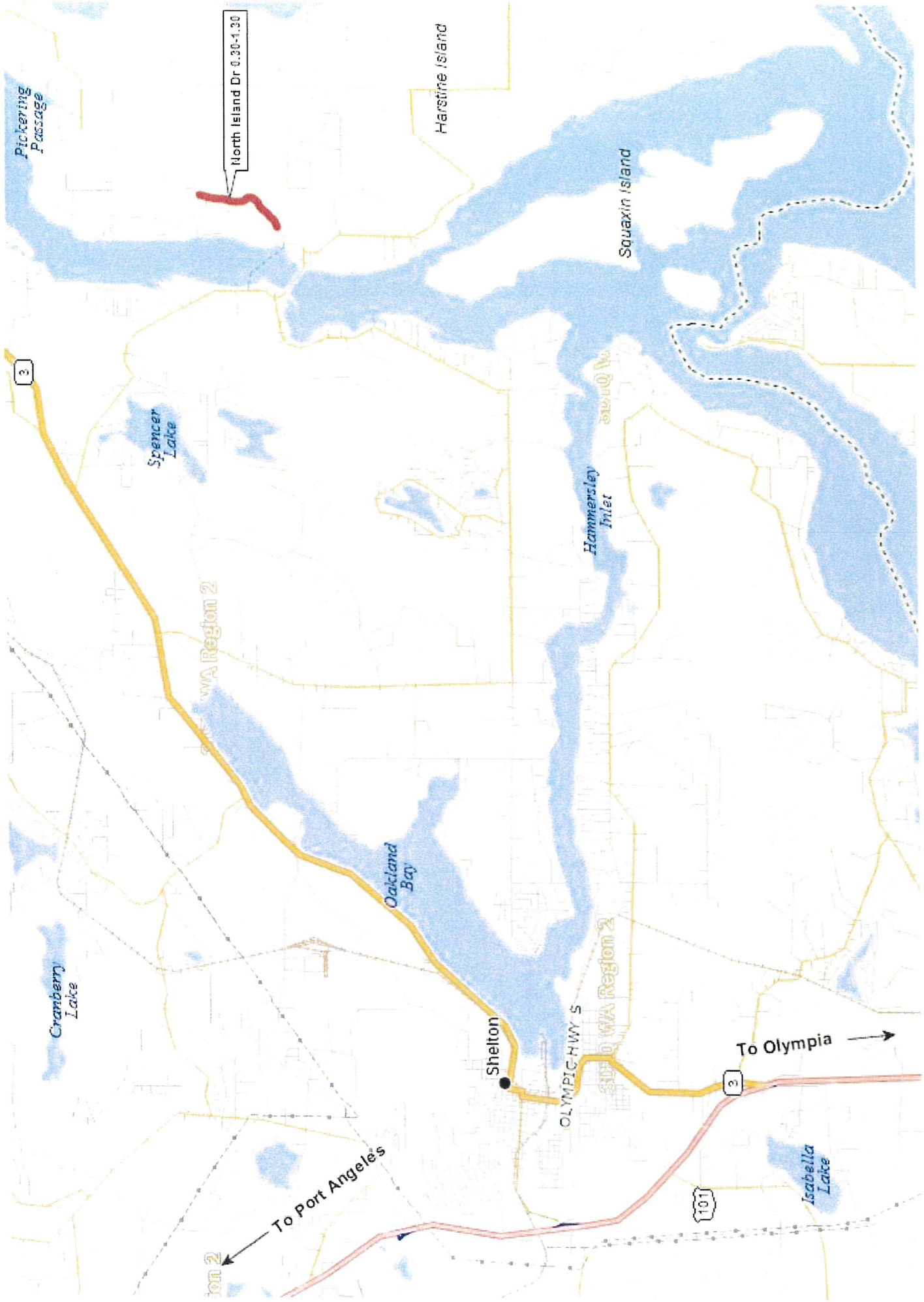
Staff finds that the following items, as listed in the latest Engineer's Estimate, account for a portion of any future roadway rebuild and paving over the existing road surface:

• Crushed Surfacing Base Course @ 25% of the item cost listed (on existing alignment) =	\$64,600
• Crushed Surfacing Top Course @ 100%	\$84,960
• Hot Mix Asphalt C1 G @ 100%	<u>\$230,960</u>
Total	\$380,520

The county informed CRABstaff that it does plan to program a simpler road rebuild and seal coat overlay project for construction in 2015 and 2016. Staff finds that based on these plans and the above quantity cost estimates roughly 20% of the design effort to date (380,520/1,883,200 - original cost estimate), or \$19,769 may be useable for this specific project.

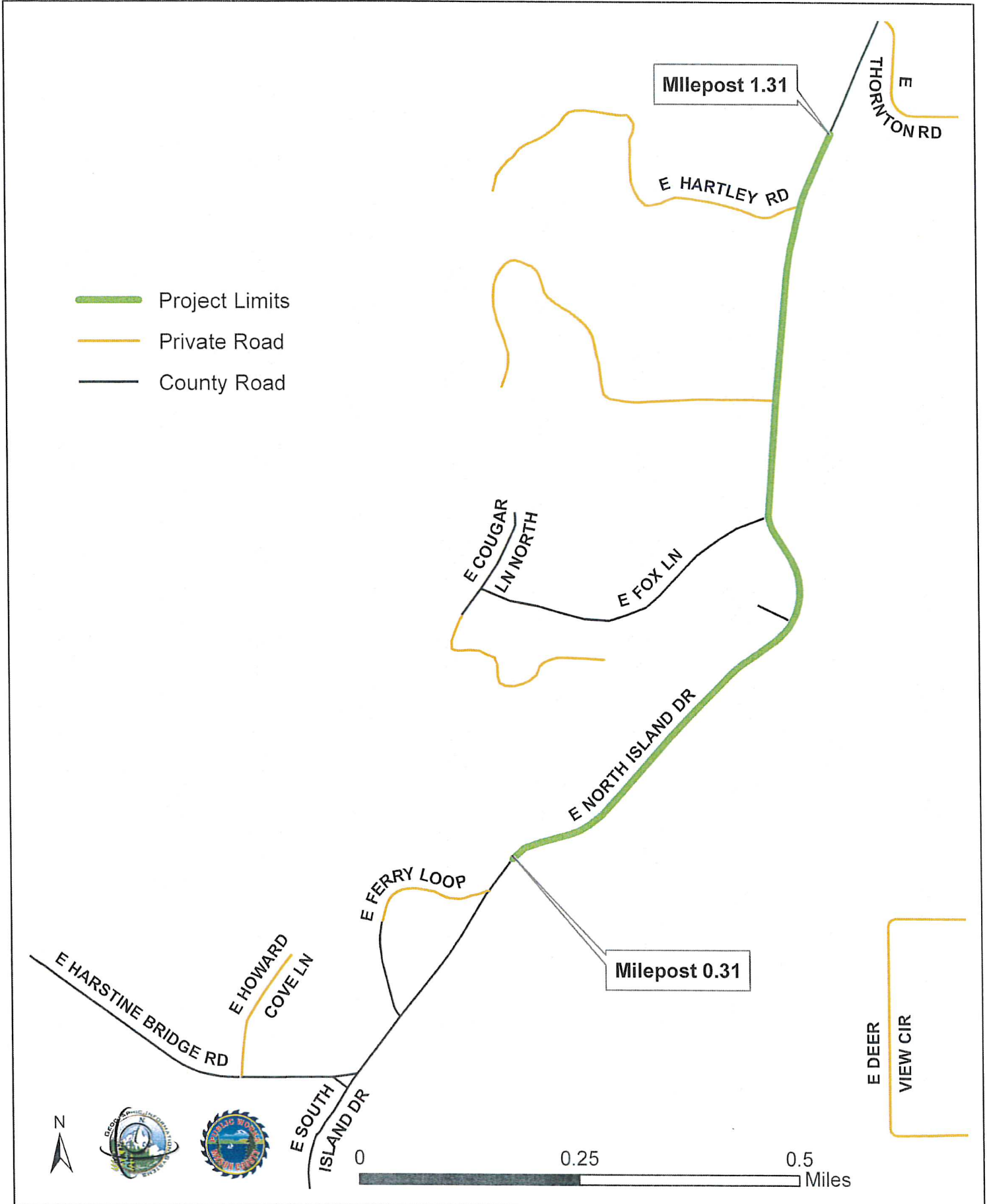
#### **VII. Recommendation:**

Staff recommends a waiver of \$19,769 in design costs (paid by the RATA) be approved and that the remaining \$79,074.09 be paid back to the County Road Administration Board.

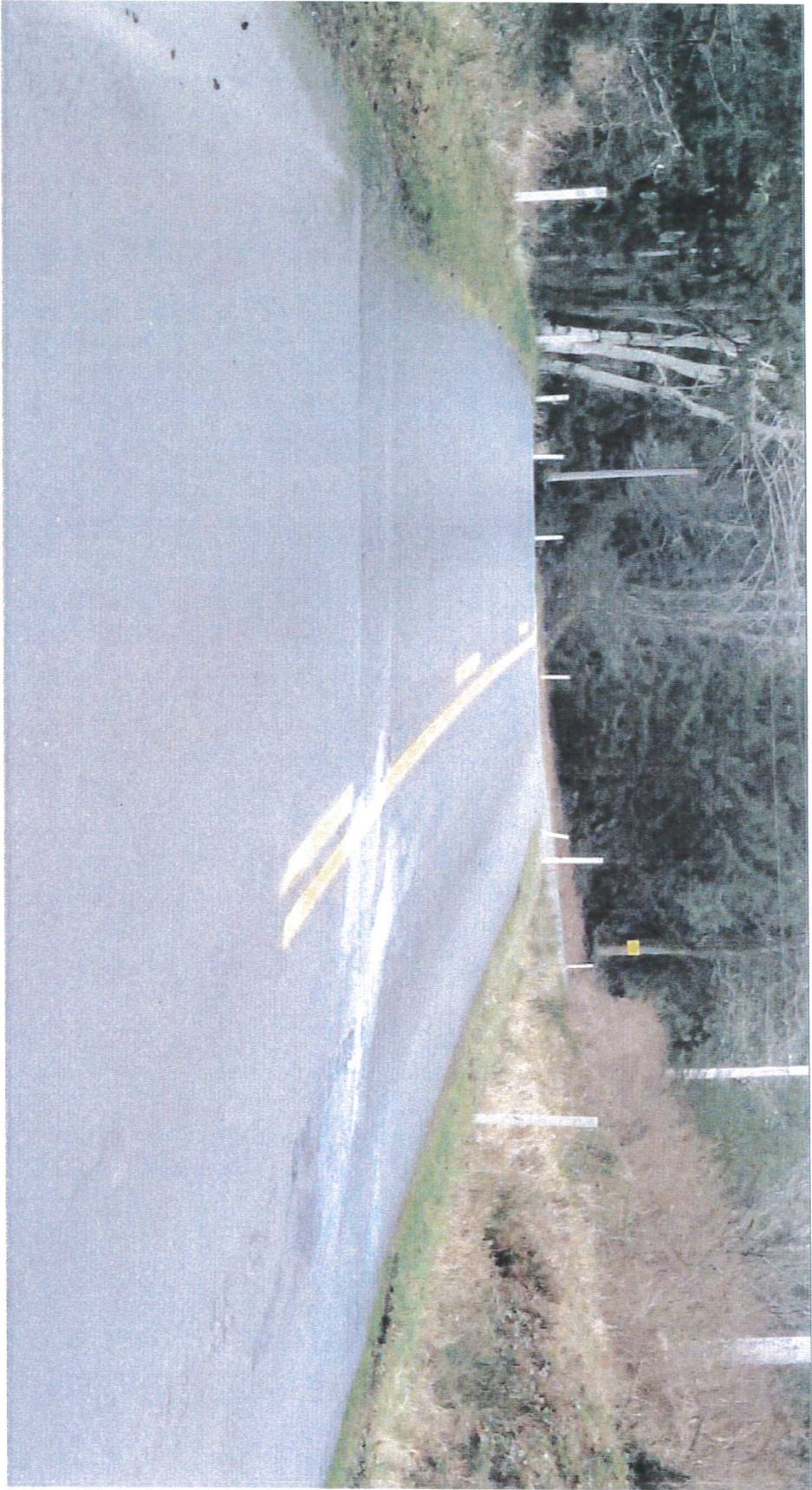


# CRP 1564 - N. ISLAND DR - MP 0.31 TO 1.31

## RAP PROJECT NO. 2307-01









MASON COUNTY  
MISSION

The mission of Mason County Government is to provide essential & mandated services which will preserve & benefit the health, safety, & welfare of the general public in a professional and courteous manner through the effective and equitable management of available public resources.

Mason County recognizes that its employees & volunteers are the foundation upon which these services are provided.

MASON COUNTY  
DEPARTMENT OF PUBLIC WORKS

100 W PUBLIC WORKS DRIVE  
SHELTON, WASHINGTON 98584

Phone (360) 427-9670 x450  
Fax (360) 427-7783

January 12, 2015

Jay Weber  
Executive Director  
County Road Administration Board  
2404 Chandler Court SW, Ste. 240  
Olympia, WA 98502

Re: **Project Withdrawal**  
CRP 1564 North Island Drive Project, RAP# 2307-01

Mason County is formally requesting to withdraw the North Island Drive Project, RAP Project No. 2307-01. The project was funded in 2007 by the Rural Arterial Trust Account in the amount of \$1,233,000.

Mason County has submitted four (4) Request for Payments, totaling \$98,843.09. We hereby request a waiver of payback be approved for this amount, as the expenses were for Vertical and Horizontal Alignment Design, Topographic Survey, Archaeological Survey, and a Geotechnical Report; all of which can be utilized in the future.

This project was submitted for grant funding with an original estimated total cost of \$1,420,000. Due to unsuitable soil conditions, utility easements, wetland impacts, and fish passage permit requirements, the current Engineer's Estimate for cost to complete the project is \$3,230,365.

While we are very appreciative of the funding support and programs administered by the County Road Administration Board, Mason County does not plan to pursue this project further and is turning back remaining funds. We believe the efforts expended to date have been useful to this section of roadway and can be utilized on future 2R, Fish Passage, or Safety projects.

Sincerely,

Randy Neatherlin, Chair  
Board of County Commissioners



**REQUEST FOR WAIVER OF PAYBACK OF USED RATA FUNDS  
AFTER PROJECT TERMINATION**

COUNTY ROAD ADMINISTRATION BOARD - WAC 136-167-030

*Insert Information in shaded areas.*

**The RATA funded project specified below:**

COUNTY: MASON

ROAD NAME: N. ISLAND DRIVE

RAP PROJ NO. 2307-01

BEGIN M.P. 0.31

END M.P. 1.31

RATA approved: 1,233,000.00

Project RATA funds received by the County: \$98,843.09 (A)

**will not proceed to completion for the following reasons:**

The following issues resulting in construction cost increases have been discovered during the design of this project:

- In the vicinity of STA 39+00 to 44+00, approximately, the existing and proposed horizontal alignments pass through a Category 3 wetland, requiring extensive mitigation. The following issues result:
    - Due to vertical alignment standards, a fill of approximately 19' is required, which will further impact the wetland or require construction of a wall at an approximate additional cost of \$230,000.
    - This area contains impounded water, which would require pumping or other dewatering method and shoring during construction, with a project cost increase of approximately \$120,000.
- (continued on next sheet)

(attach additional sheets if necessary)

**Within sixty days of written acknowledgment of this letter by the CRABoard, the county will pay back all expended RATA funds listed in line (B).**

- (B)

**The county requests however, that it not be required to pay back amounts listed in line (C) for the following reasons:**

The following milestones have been met on this project:

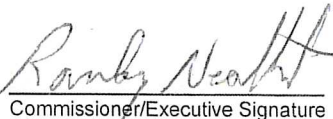
- April, 2007 – Awarded RAP funding
  - 2010-2011 – Initiated Preliminary Engineering and Topographic Survey (\$20,900)
  - July, 2012 – Finalized Geotechnical Report (\$10,300)
  - August, 2012 – Completed Cultural Resources Survey (\$14,700)
  - January, 2013 – ROEs, Environmental APEs, and Preliminary Alignment Completed (\$40,900)
  - February, 2013 – Paused design for Construction Work
  - July, 2013 – Continued design
  - February, 2014 – Completed Topographic Survey and the Plan and Profile Sheets (\$30,700)
  - May, 2014 – Completed the Preliminary ROW Plan (\$6,300)
  - May, 2014 – Paused design due to CN Estimate of \$1,883,200. The original CN estimate was \$1,300,000.
- (continued on next sheet)

(Include items of design and construction accomplished, and associated cost breakdown. Attach additional sheets if necessary)

RATA funds the county is requesting not be paid back. 98,843.09

(C)

**Project termination and  
waiver request submitted by:**

  
Commissioner/Executive Signature

on: 1.20.2014  
date

If the county road administration board grants the request, the county shall repay all RATA funds not exempted from repayment, the CRAB/County contract will be amended, and the remaining RATA funds will be allocated to other projects within the region. If the county road administration board denies the request, full repayment shall be made as provided in subsection (1) of WAC 136-167-030.

**REQUEST FOR WAIVER OF PAYBACK OF USED RATA FUNDS  
AFTER PROJECT TERMINATION**

COUNTY ROAD ADMINISTRATION BOARD - WAC 136-167-030

**The RATA funded project specified below:**

COUNTY: **MASON**

ROAD NAME: **N. ISLAND DRIVE**

RAP PROJ NO. **2307-01**

**will not proceed to completion for the following reasons:**

**(continued)**

---

-After the proposed alignments were designed, it became apparent that the culvert at this location would be extended. Due to WDFW requirements, the existing culvert must be replaced as a Fish Passage culvert, at an approximate cost of \$200,000.

- After conducting the geotechnical investigation, we found that the existing material in the northern and south-central portion of the alignment is suitable as fill material, but the rest of the material is considered unsuitable, requiring about 60% of the fill to be import material, increasing the cost of the project by approximately \$120,000. According to the geotechnical report findings, the existing subgrade in the vicinity of STA 39+00 to 44+00 will require overexcavation, stabilization fabric and a minimum 2' blanket of quarry spalls placed to at least 4' beyond the toe of the slope, and import fill material compacted to allow for settlement over two construction seasons.

**The county requests however, that it not be required to pay back amounts listed in line C  
for the following reasons:**

**(continued)**

The RATA requested to date was used for the Alignment Design, Topographic Survey, Archaeological Survey, and a Geotechnical Report. We believe the efforts expended to date have been useful to this section of roadway and can be utilized on future 2R, Fish Passage, and/or Safety projects identified by our Systemic Safety Plan.

See attached cost breakdown for more detailed information.



4.E.3

Skagit County Project Request

**REDUCTION IN SCOPE –RAP PROGRAM**  
BOW HILL ROAD, MP 0.00 - 0.61; SKAGIT COUNTY  
RAP PROJECT 2913-01

Nature of Request:

Skagit County, per their letters dated September 10, and December 17, 2014 has requested a scope reduction for the RATA funded Bow Hill Road project. The request is to reduce the proposed roadway pavement width improvements from the 40 feet listed in the prospectus to existing 28 feet, with no reduction in RATA funding. Although the county had originally requested consideration for the October 30, 2014 CRABoard meeting (September 10), CRAB staff found the alignment being proposed at that time was not developed well enough to provide CRAB support. The county has now finalized the alignment and gained assurances from WSDOT that the project remains 3R in scope and not reconstruction.

All scope changes must be approved by the CRABoard, per CRAB Resolution 96-028, “Delegation of Authority to the Executive Director within the Rural Arterial Program,” adopted October 3, 1996.

Funding background:

**I. Prior RAP improvements in 1996:**

The county was awarded \$250,000 in RATA funding in 1993 for this section of Bow Hill Road, proposing to widen the roadway to the standard 34 feet, given the traffic volumes at that time. Due to high cost of the proposed width improvements, a scope reduction to 28 feet was approved by the CRABoard in January of 1996. The project was completed by late 1996 expending a total of \$194,669.51 in RATA funds.

**II. Current RAP project:**

The county submitted a new 40 foot widening proposal for this section on September 1, 2012 and was awarded partial funding of \$1,500,000 on April 17, 2013. This amount was the NW Region county funding limit for the biennium. The remaining \$806,700 of the total \$2,306,700 RATA requested is anticipated to be allocated at the April, 2015 CRABoard meeting. The current engineer’s estimate for the construction portion of the project is \$1,999,109. The county has spent \$4,489.50 RATA funds for design, to date, and plans to go to construction in 2015 or 2016.

**III. Current funding sources:**

RATA	\$1,500,000
RATA (unsecured)	\$806,700
Fed STP(R)	\$423,000
County	<u>\$450,000</u>
Total	\$3,179,700 RATA share at full funding = 73%

### Current prospectus improvements:

Skagit County's current RAP prospectus (August, 2012) proposed to widen the roadway to 40 feet, comprised of 12 foot lanes and 8 foot paved shoulders. The prospectus narrative also describes a number of failure issues related to sloughing slopes and embankments along the roadway: *"Due to sloughing of the embankment on the south side of the roadway, the existing roadway and base will be removed and stabilized. The existing guardrail will need to be removed, replaced, and terminal ends added. Drainage will need to be maintained or improved. This segment of Bow Hill Road is a T3 truck route with a truck percentage of 7%. Bow Hill Road provides access to the I-5 interchange approximately 0.3 miles west of Darrk Lane and moves traffic traveling from the north on Old Hwy 99 North and from the east between SR9 and I-5....."*

Other specific deficiencies and related improvements are also listed in the prospectus:

- Deteriorating sub-grade
- Deteriorating surface and shoulders
- Stabilization of the lower embankment (south side).
- Drainage.
- Roadside safety and guardrail terminal ends.

These improvements, along with the full widening, gained a total of 90.91 points for the project on the 2013 – 2015 priority array. The lowest ranked and funded project (three projects below Bow Hill Road) was Clallam County's Old Olympic Hwy, which scored 72 points. With the change in scope, the project was recalculated using the proposed scope changes resulting in a point reduction of 10 points to 80.91, still above the lowest ranked funded project.

### Scope Change Details:

Due to geotechnical soil investigations and slide concerns related to the alignment that would be required with a new 40 foot paved section; in addition to an increase in storm water treatment, construction, and right of way acquisition/easements costs, the project has become cost prohibitive. The county is proposing instead to reduce the paved-roadway-width to match the existing 28 feet and construct the remaining width outside of the 28 foot roadway to 40 feet wide, on earthen / grass shoulders per their proposed revised road cross section. The county proposes to build a widened earth and grass area on gravel base materials that will accommodate full roadway widening when and if funds become available in the future. The current lane configuration is 11 foot lanes and 3 foot shoulders. The county plans to pave 12 foot lanes with 2 foot shoulders. Retaining the 28 feet will also eliminate costs of increased size and length of a stream crossing culvert. The county is using all available right of way (which abuts tribal land on both sides) to build this reduced proposal. The county believes that reducing the overall roadway width and focusing on slope / embankment stabilization is a better use of county, RATA and federal STP funds than providing the storm water treatment and additional right of way and that would be required for full 40 foot pavement.

### Remaining Improvements:

Retaining walls will be installed outside of the full roadway prism (see cross attached section) to support the roadway and adjacent hillside. The county will repave the roadway and install guardrail where warranted as cited in the prospectus to address roadside safety.

Staff findings:

• **Design standards:**

Had the county proposed to do a full reconstruction (major realignment) project at this location, it would've needed approval from WSDOT in advance of construction per CRAB's WAC 136-210-030. The WSDOT has responded to initial review of these changes and assured the county that the project remains 3R in scope and there is no deviation issue.

The roadway will indeed shift away from the existing centerline through much of the project, but since the road follows the original alignment for 56% of the project length, staff finds the 3R scope description is still appropriate. The county will maintain written justification for its 3R design decisions in the project file.

• **Efficient use of RATA county and STP funds**

Due to the high cost of providing a 40 foot paved roadway, CRABstaff finds the reduced roadway of 28 feet will allow the county to accomplish the required stabilization without adding additional and expensive storm water treatment. Staff also finds this is in the county's and the CRABoard's best interest to keep project costs manageable and address critical road stability needs. The county has assured CRAB that it will provide for any additional costs to finish the project as now proposed.

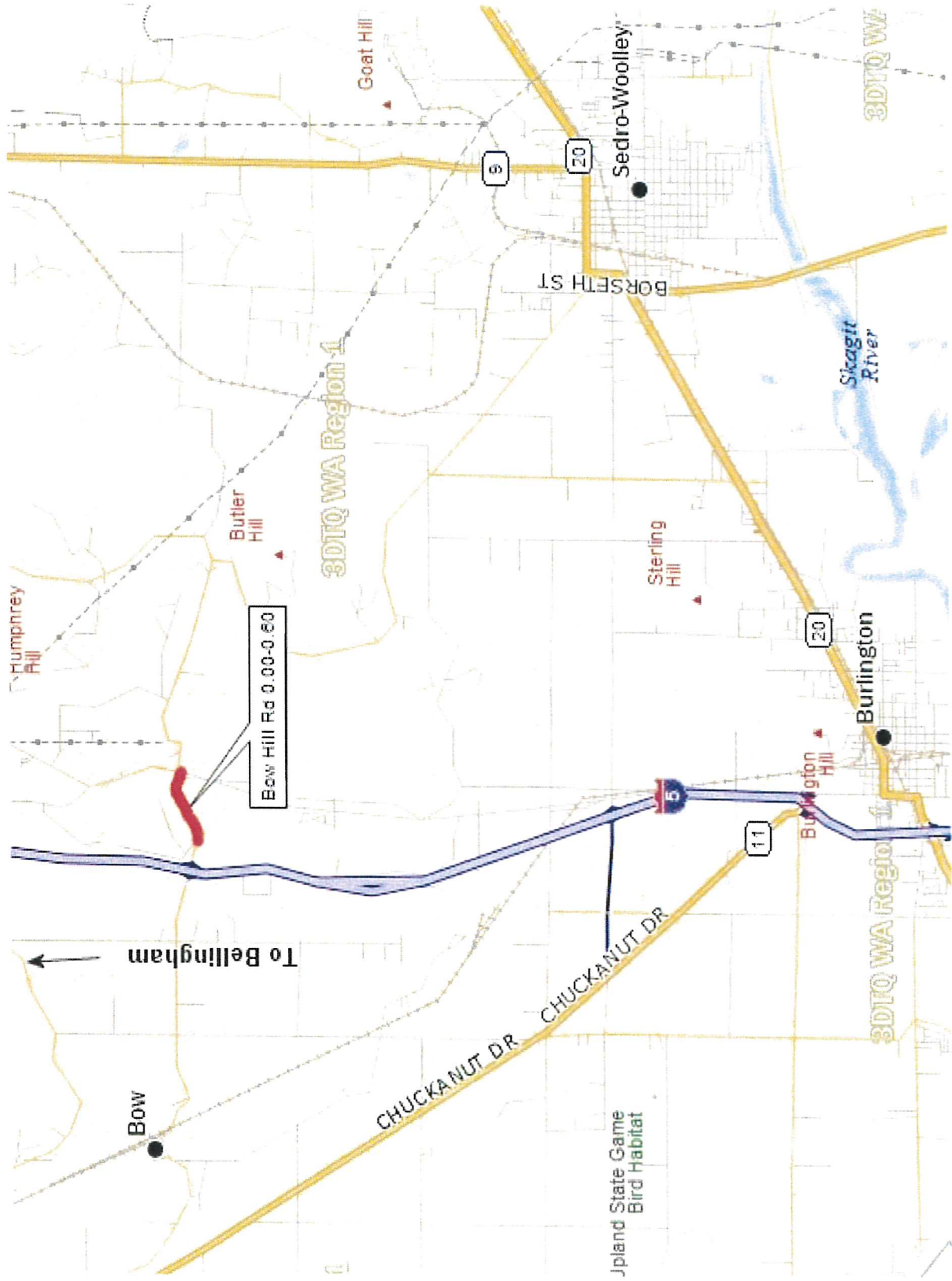
• **Score of Project**

Traffic Volume 3421 –	10 pts	(10 max)
Traffic Accidents – 7, including 2 injury –	10 pts	(10 max).
Structural deficiency	24.24pts	(30 max)
Local significance (public support)	30 pts	(1 project per county per biennium)
<b>Widening</b>	<b>10 pts</b>	<b>(10 max)</b>
Roadside safety (utility poles, tress, etc)	<u>6.67 pts</u>	(20 max)
	90.91 Total	

At a revised score of 80.91 (loss of width points) staff finds the project would still have been funded on the original array.

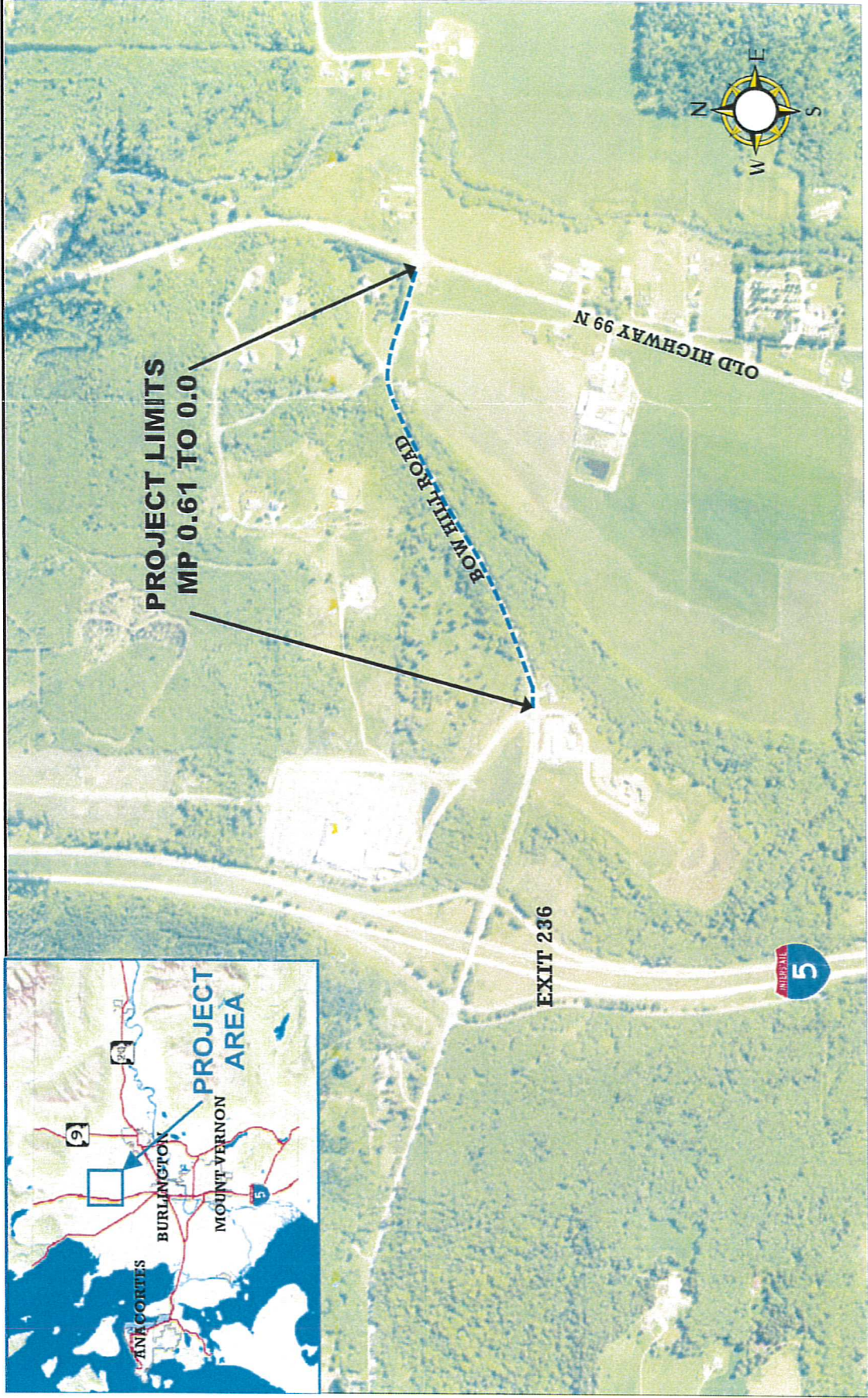
Staff recommendation:

Staff has reviewed the project site and noted that existing pavement condition and sub-base failure warrants a full rebuild of the roadway structure. The proposed retaining walls will provide needed stability. Staff also notes that the county is committed to improving roadside safety. Staff finds the pavement width reduction places the project still within the funding range of the original array and recommends approval of the reduced width with no reduction in current or scheduled RATA funding.





# BOW HILL ROAD STABILIZATION PROJECT



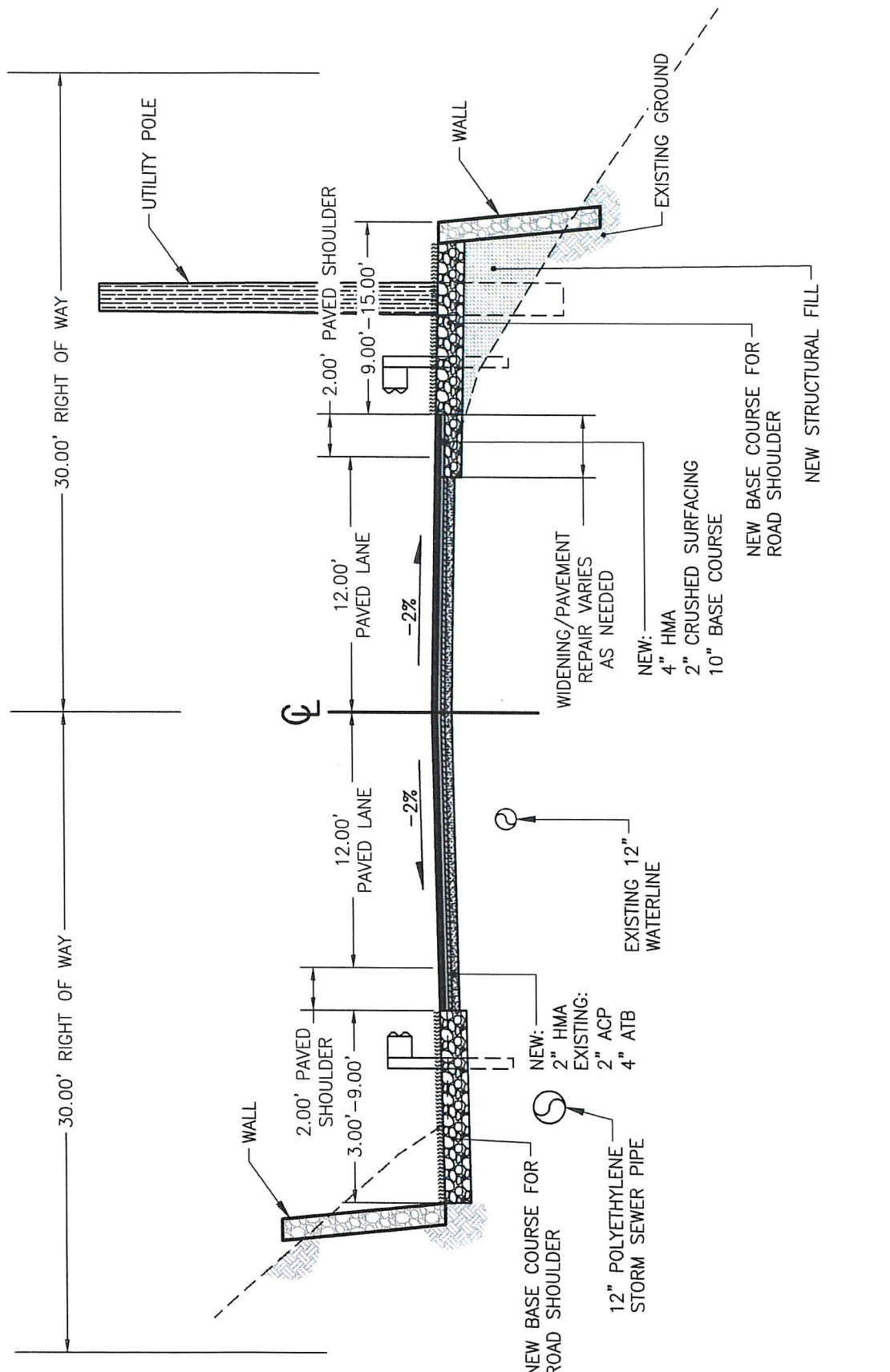




Constrained Width  
Eastbound



East End of project



PROJECT NO: ES21200-6

1 PAGE OF 1

**SKAGIT COUNTY PUBLIC WORKS**  
 1800 CONTINENTAL PLACE  
 MOUNT VERNON, WA 98273-5625  
 (360) 336-9400 FAX (360) 336 9478



**BOW HILL ROAD RECONSTRUCTION**

CROSS SECTION





# SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

1800 Continental Place, Mount Vernon, WA 98273-5625  
(360) 336-9400 FAX (360) 336-9478

December 17, 2014

Randy Hart  
County Road Administration Board  
2404 Chandler Court SW Suite #240  
Olympia, WA 98504-0913

RE: Scope Change Request, Bow Hill Road RAP Project # 2913-01

*RANDY*  
Mr. Hart,

This is a formal request/submittal to the County Road Administration Board for scope change on Skagit County's Bow Hill Road 3R Project. After additional analysis of the Bow Hill Road 3R Project limits and further geotechnical evaluation, Skagit County is requesting a scope change. The County's original prospectus was to meet current county cross section width standards of 40-feet.

We have determined that it is in the best interest of the County and the surrounding property owners to reduce the proposed paved roadway width to 28-feet. This will include two 12-foot lanes and 2-foot paved shoulders. Additional measures will be incorporated into the project to stabilize both the downhill and uphill slopes within the project limits. In addition, the shoulder areas will be constructed using retention walls to accommodate for future expansion of the roadway prism to 40-feet when growth dictates the need.

The original focal point of this project was to stabilize the roadway base and adjacent slopes on both sides of the roadway, and increase roadside safety. The scope change will allow the alignment to stay within 56% of the original centerline alignment, thereby meeting the criteria for a 3R Project Type as defined in the Local Agency Guidelines. This was confirmed by Northwest Region Local Programs Engineer, Harry Haslam. This scope change will also allow Skagit County to reduce storm water critical areas impacts, and right-of-way acquisition/easement.

Please find enclosed our preliminary Scope Change Request, revised worksheets, and vicinity map.

If you have any questions or concerns in regard to our scope change request, please feel free to contact me at your convenience.

Sincerely,

Paul A. Randall-Grutter, P.E.  
County Engineer

4.E.4

Skamania County Project Request

**WAIVER OF PAYBACK OF EXPENDED RATA FUNDS**  
WASHOUGAL RIVER ROAD, MP 11.35 – 11.61  
RAP PROJECT NUMBER 3010-01  
**SKAMANIA COUNTY**

**I. Nature of Request:**

Skamania County has requested per their letter dated November 4, 2014 that the CRABoard waive reimbursement of \$18,963.03 in expended RATA funds used for design of their withdrawn Washougal River Road project.

According to CRABoard Resolution 96-028, the director may “approve withdrawals and terminations of RAP projects as set forth in WAC 136-167 except that waiving of a required RATA reimbursement for such projects shall remain with the CRABoard.”

**II. Guidelines for consideration of waiver requests:**

A. WAC 136-167-030, Termination of approved project after RATA reimbursement.

‘... (2) If a county terminates an uncompleted RATA funded project for which RATA reimbursement has been made, for other than an unanticipated scope change, and does not want to be required to repay the county road administration board for all RATA funds received, a letter of request signed by the chair of the board of county commissioners or the county executive as appropriate must be sent to the county road administration board. The request must include:

- (a) An explanation of the reasons that the project will not proceed to completion;
- (b) A statement of the amount of RATA funds which the county does not want to repay; and
- (c) An explanation of why the county believes full repayment should not be made.

If the county road administration board grants the request, the county shall repay all RATA funds not exempted from repayment, the CRAB/county contract will be amended, and the remaining RATA funds will be allocated to other projects within the region. If the county road administration board denies the request, full repayment shall be made as provided in subsection (1) of this section...’

B. The CRABoard, at its January 2002 meeting, determined the following:

“After discussion, the Board determined that generally, payback of all project related costs, including design, right of way and construction are eligible to be waived by the CRABoard, and that the CRABoard will continue to consider each waiver request on a case-by-case basis. The CRABoard directed staff to develop a waiver of payback request form for counties to use.”

### **III. Project Development Background:**

**Approval of RATA Funding:** The Washougal River Road project was submitted by the county on September 1, 2008 requesting \$179,000 in RATA funds. This funding was approved on March 26, 2010. The project lapses in construction on March 26, 2016.

The county has been paid \$18,963.03 in RATA funds for design costs in three requests for reimbursement from April through June, 2014. These costs cover the following:

<u>Wallace Engineering and Klein and Assoc.</u> - (Base Map, surveying and plans)	\$10,096.05
<u>Wallace Engineering and Archaeological Services</u> - Plans, environmental	\$5,529.33
<u>Wallace Engineering</u> complete Archaeological application to DAHP	<u>\$3,337.65</u>
Total	\$18,963.03

### **IV. Waiver request:**

The county has withdrawn the project (per the attached November 4, 2014 letter and waiver request form). The county assumed safety improvements could be done within the existing alignment with no environmental impacts. In correspondence with the Department of Archaeological and Historical Preservation (DAHP) and local tribes, the county discovered numerous (greater than 112) cultural items within the existing right of way that would require an excavation permit estimated at \$16,000. Since the estimated cost of the project now stands at \$250,000, the county claims it does not have funds budgeted to accomplish the work. Potential site monitoring, project delays, and additional reports and that would be required will likely increase the cost further.

### **V. Staff findings:**

Staff reviewed project records with the county engineer and verified the costs listed were submitted for eligible RATA reimbursement. Staff also reviewed the project site noting a fair or poor surface condition.

The county has stated it has no plans to resurface the road at this time. Staff finds that a minimal amount (less than 10 %) of the design effort to date may be useable for any future work the county may schedule, most likely pavement preservation.

### **VI. Recommendation:**

Staff recommends the CRABoard waive payback of \$1,500 in RATA reimbursement and that the county pay back the remaining \$17,463.03 in expended RATA funds.







## Skamania County Board of Commissioners

Skamania County Courthouse  
240 NW Vancouver Ave  
P.O. Box 790  
Stevenson, WA 98648

(509) 427-3700 FAX (509) 427-3708  
TDD Relay Service (800) 833-6388

**Christopher Brong**  
District 1

**Doug McKenzie**  
District 2

**Bob Anderson**  
District 3

November 4, 2014

County Road Administration Board  
2404 Chandler CT SW, Suite 240  
Olympia, WA 98504-0913

Attn: Jay Weber, Executive Director

Re: Rural Arterial Program (RAP) Project Withdrawal  
Washougal River Road M.P. 11.35 to M.P. 11.61  
RAP Project No. 3010-01

Dear Sir:

In accordance with WAC 136-167-020 we hereby request that the RAP contract for the above referenced project be terminated.

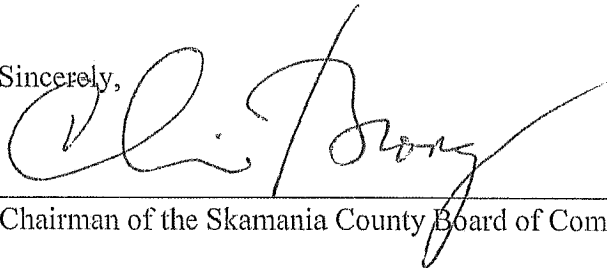
This project is being withdrawn for the following reasons: 1) Initial assumptions were made that this safety improvement realignment could be accomplished within the confines of the existing disturbed road right-of-way limits with no environmental impacts; 2) During the course of complying with CRAB Executive Order 05-05, the project consultants contacted DAHP, the Tribes, our own Community Development Department and followed up on all courses of action required by these agencies; 3) The DAHP required cultural review uncovered no less than 112 pieces of cultural material found within the existing right-of-way on the north side of Washougal River Road; 4) That finding prompted DAHP to require an Archaeological Excavation Permit be obtained, which resulted in an estimated consultant proposal of over \$16,000 for the permit preparation alone; 5) The near certain probability that delays, work stoppages and further reports for discovery's made during construction would add additional costs not budgeted for the project and which Skamania County does not have; 6) These additional costs make this tightly budgeted \$200,000 project too costly to continue.

In addition to termination of the project, Skamania County further requests that CRAB give consideration to excusing all or part of the RAP fund reimbursements that are otherwise expected with this withdrawal request. Skamania County in good faith proceeded forward without an expectation that there would be such cultural material in what otherwise appeared to be a previously disturbed existing right-of-way area. A design consultant was required to set the preliminary alignment to know what areas the archaeological consultant needed to study. Skamania County needed the RAP fund commitment decision before it could commit to hiring the consulting services to get to these findings. Payments made to date to consulting firms are: Wallis Engineers \$18,614.83 and Archaeological Services \$2,455.20, of which \$18,963.03 was submitted to CRAB and reimbursed to Skamania County.

Skamania County understands that withdrawal of this project relinquishes the assigned RAP funds back to CRAB for reallocation to other projects in other counties.

Thank you for your consideration in this matter.

Sincerely,



---

Chairman of the Skamania County Board of Commissioners

REQUEST FOR WAIVER OF PAYBACK OF USED RATA FUNDS  
AFTER PROJECT TERMINATION  
COUNTY ROAD ADMINISTRATION BOARD - WAC 136-167-030

Insert Information in shaded areas.

The RATA funded project specified below: COUNTY Skamania  
ROAD NAME: Washougal River Road RAP PROJ NO. 3010-01  
BEGIN M.P. 11.35 END M.P. 11.61  
RATA approved: 179,000.00 Project RATA funds received by the County: 18,963.03 (A)

will not proceed to completion for the following reasons:

This project is being withdrawn for the following reasons: 1) Initial assumptions were made that this safety improvement realignment could be accomplished within the confines of the existing disturbed road right-of-way limits with no environmental impacts; 2) During the course of complying with CRAB Executive Order 06-05, we contacted DAHP, the Tribes, our own Community Development to follow up on all courses of action required by these agencies; 3) DAHP required a cultural review that uncovered no less than 112 pieces of cultural material within our existing right-of-way; 4) That finding prompted DAHP to require an Archaeological Excavation Permit be obtained, which resulted in an estimate consultant proposal of over \$16,000 for the permit preparation alone; 5) The near certain probability that delays, work stoppages and further reports for discoveries made during construction would add additional cost not budgeted for the project and which Skamania County does not have; 6) These additional cost make this tightly budgeted \$200,000 project too costly to continue.

(attach additional sheets if necessary)

Within sixty days of written acknowledgment of this letter by the CRABoard, the county will pay back all expended RATA funds listed in line (B). 18,963.03 (B)

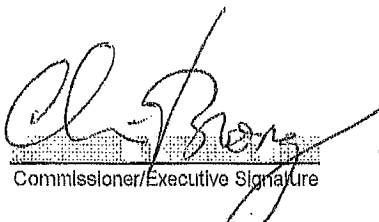
The county requests however, that it not be required to pay back amounts listed in line (C) for the following reasons:

Skamania County in following with the procedures set before them feel that while meeting the milestones for project development could not anticipate uncovering of a cultural site within the county ROW for this project. Because of the additional cost and uncertainty of additional cultural finds, along with prospect of advertising a construction project with known cultural materials to be unearthed, construction equipment stand by, archaeological crew stand by, construction cost overruns will consume the total budget for this project. Skamania County would request that the remainder of the funding for the Washougal River Road Project be turned back to RAP to be utilized on other projects. Payments made to date to consulting firms are: Survey cost \$7,427.75, Consultant Cost \$11,187.08, Archaeological Survey Cost \$2,455.20 of which \$18,963.03 was submitted to CRAB and reimbursed to Skamania County.

(Include items of design and construction accomplished, and associated cost breakdown. Attach additional sheets if necessary)

RATA funds the county is requesting not be paid back. 18,963.03 (C)

Project termination and waiver request submitted by:

  
Commissioner/Executive Signature on: 11/12/2014  
date

If the county road administration board grants the request, the county shall repay all RATA funds not exempted from repayment, the CRAB/County contract will be amended, and the remaining RATA funds will be allocated to other projects within the region. If the county road administration board denies the request, full repayment shall be made as provided in subsection (1) of WAC 136-167-030.



4.E.5

Spokane County Project Request

**CHANGE IN SCOPE –RAP PROGRAM**

BIGELOW GULCH ROAD 4, MP 3.70 – 6.63; SPOKANE COUNTY  
RAP PROJECT 3207-01

**Nature of Request:**

Spokane County, per their letter dated December 22, 2014, has requested a scope change for the RATA funded Bigelow Gulch Road 4 project, revising the milepost limits from 3.70 – 6.63 to 3.70 – 6.75, an increase of 0.12 miles, or 4%, in project length.

All scope changes must be approved by the CRABoard, per CRAB Resolution 96-028, “Delegation of Authority to the Executive Director within the Rural Arterial Program,” adopted October 3, 1996.

**Background:**

Funding History:

CRABoard meeting Date	RATA funding approved
April 19, 2007	2,735,863
April 16, 2009	2,500,000
March 26, 2010	<u>751,617</u>
<b>Total RATA funding</b>	<b>5,987,480 (full funded)</b>

Scope Change Description:

The original end point of the project, milepost 6.63, is located at the intersection with Forker Road (also RAP funded) and proposed a minor at-grade right hand curve at that point for traffic accessing Forker Road southbound. At the time of the grant application the concept for the intersection was an at-grade tee. As the design progressed, more detailed information was received along with public input on the project. The final design configuration plans to build a much larger radius curve at the intersection and use a partially separated grade design. The new intersection will accommodate the predominant traffic pattern and will shift the Bigelow Gulch Road 4 project 0.12 miles further south onto Forker Road. The county proposes to make these improvements with no additional RATA funding.

Current Funding sources:

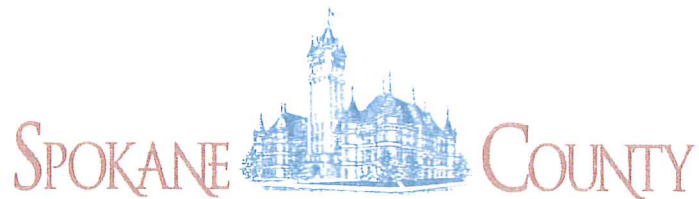
County Road Fund	14,111,521
CRABoard	5,987,480
FMSIB (Freight Mobility)	2,000,000

**Staff Review:**

Review of the original prospectuses for both the Bigelow Gulch and Forker Road projects indicate that the county had not anticipated the need for realignment of the intersection, based on the predominant north – south Forker Road traffic flow that time. The county has recently discovered that continued growth, accident history, and freight haul along the Bigelow to Forker corridor would be better served with the realignment of the intersection. Staff finds the realignment scope change is a better use of RATA funds as well. The original score of the project was 237.12. The new score resulting from lengthening by 0.12 miles becomes 230.39 and the Bigelow Gulch Road 4 project remains the highest ranked project on the NE region 2007 – 2009 priority array.

**Staff Recommendations:**

CRAB staff recommends approval of this request with no change to RATA funding.



DIVISION OF ENGINEERING AND ROADS  
A DIVISION OF THE PUBLIC WORKS DEPARTMENT

December 22, 2014

Mr. Jay Weber, Executive Director  
County Road Administration Board  
2404 Chandler Court SW  
Suite #240  
Olympia, WA 98504-0913

Dear Jay,

Please find enclosed our "Request for Change in Scope" for the Bigelow Gulch Road 4 Project – Project Number 3207-01. The original project scope went from Old Argonne Road to Forker Road. At the time of the application there was no design for the reconfiguration of the Bigelow Gulch/Forker Road intersection. The new design allows Bigelow Gulch Road to curve into Forker Road thereby providing a safe and continuous flow of traffic from one road onto the other. The curve design, as it ties into Forker Road, is slightly longer due to the configuration of the roadway causing the need to amend the Mile Post as proposed in the attached "Request for Change in Scope" for the Bigelow Gulch Road 4 Project. We are attaching a drawing that shows the final design of the intersection including the underpass and connections required to connect to existing roads that is intended to be part of this project scope.

We respectfully request approval of the scope change in ending mile posts and inclusion of the intersection in the scope of work as shown on the attached drawing.

The project received a "Finding of No Significant Impact" from the Federal Highway Administration on April 10, 2008. The project Environmental Assessment document, that goes with this FONSI, showed an intersection design that is similar to our final design layout. An updated environmental document is awaiting Federal Highway Administration approval that is expected in early 2015.

If your staff has questions concerning this application, please call me at (509) 477-7246.

Sincerely,

Bob Brueggeman, PE  
County Engineer

enc



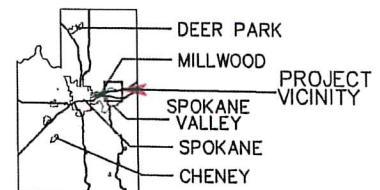
# RAP Funding Request

## BIGELOW GULCH ROAD ARGONNE ROAD TO FORKER ROAD



Spokane County

### ORIGINAL VICINITY MAP



Spokane County Engineers 1026 W Broadway Ave

Spokane WA 99260-0170 (509) 477-3600

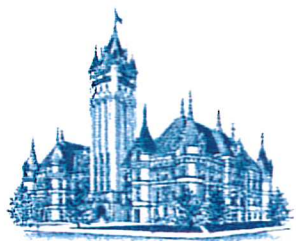


# RAP FUNDING REQUEST

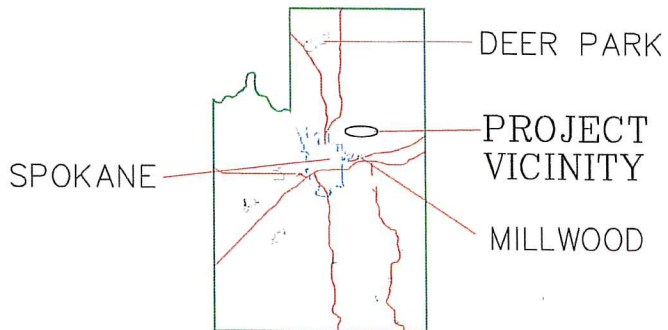
BIGELOW GULCH ROAD/FORKER ROAD PROJECT #4  
BIGELOW GULCH ROAD MP 3.70 TO MP 6.75



VICINITY MAP



**SPOKANE COUNTY**



# 5.A-D

County Engineers/PWD Status

County Visits

County Audits

Activities -

Walt Olsen, PE

**January 2015 CRABoard Meeting**  
**Deputy Director's Report**

**A. County Engineer Changes since October 2014**

There were no vacancies or changes in County Engineers during this quarter.

1. Franklin County continues under an Acting County Engineer appointment of Dan Ford, PE after the resignation of County Engineer Matthew Rasmussen. Franklin County will continue to advertise for applicants and Mr. Ford will serve until a replacement is named.



## **B. County Visits completed since October 2014**

- Clark County
- Skamania County
- Spokane County

There were numerous contacts with County Engineers in various venues.

## C. County Audit Reports reviewed since October 2014

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 CRAB board to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed 17 audit reports representing 17 counties since the October 2014 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:

### 2013 Audits

<u>Report #</u>	<u>Entity/Description</u>	<u>Report Type</u>	<u>Audit Period</u>	<u>Date Released</u>	<u>New Find#</u>	<u>Co. Rd?</u>	<u>PrevFind#</u>	<u>Status</u>
1013421	Chelan County	Accountability	01/01/2013 to 12/31/2013	1/5/2015	1	0	0	NCR
1013385	Pierce County	Accountability	01/01/2013 to 12/31/2013	12/31/2014	0	0	0	
1013410	Yakima County	Accountability	01/01/2013 to 12/31/2013	12/31/2014	0	0	0	
1013286	Douglas County	Accountability	01/01/2013 to 12/31/2013	12/29/2014	0	0	1	NCR
1013199	Whitman County	Accountability	01/01/2013 to 12/31/2013	12/22/2014	0	0	0	
1013148	Kitsap County	Accountability	01/01/2013 to 12/31/2013	12/18/2014	0	0	0	
1013130	Ferry County	Accountability	01/01/2012 to 12/31/2013	12/15/2014	0	0	0	
1013105	Jefferson County	Accountability	01/01/2013 to 12/31/2013	12/11/2014	0	0	0	
1013110	Walla Walla County	Accountability	01/01/2013 to 12/31/2013	12/11/2014	0	0	0	
1013039	Clallam County	Accountability	01/01/2013 to 12/31/2013	12/1/2014	0	0	0	
1013057	Klickitat County	Accountability	01/01/2013 to 12/31/2013	12/1/2014	0	0	1	NCR
1013029	Okanogan County	Accountability	01/01/2013 to 12/31/2013	11/26/2014	0	0	0	
1013002	Kittitas County	Accountability	01/01/2013 to 12/31/2013	11/20/2014	0	0	0	
1012959	Cowlitz County	Accountability	01/01/2013 to 12/31/2013	11/13/2014	0	0	1	NCR
1012940	Stevens County	Accountability	01/01/2012 to 12/31/2013	11/10/2014	0	0	0	
1012917	Pend Oreille County	Accountability	01/01/2013 to 12/31/2013	11/6/2014	0	0	0	
1012887	King County	Special	01/01/2013 to 12/31/2013	10/30/2014	0	0	0	

## **D. Other Activities and Visits since October 2014**

3-6 November	Road Design Conference	Spokane
17-21 November	WSAC Fall Conference	Spokane
18 November	NACE 2016 Planning Meeting	Spokane
20 November	Special CRABoard Meeting	Spokane
21 November	County Road Information for Commissioners	Spokane
9-11 December	County Engineer Training	CRAB Office
18 December	CRAB SSPST Workgroup Meeting	CRAB Office
12 January	2015 Session of 64th Legislature begins	Olympia
21 January	SACS Accountant Introduction Meeting	CRAB Office
28 January	Transportation Metrics w/Staff & consultants	CRAB Office
29 January	NACE Planning Meeting	CRAB Office

8.A

Assistant Director's Report -  
Steve Hillesland

Mobility© Safety Project Selection Tool  
1<sup>st</sup> Quarter County Road Administration Board Update

**Activity** – Description of work activity this reporting period, and progress on milestones and deliverables:

Milestone/Deliverable	Summary of Activity	Complete, or Anticipated Completion Date
Form stakeholder workgroup	Workgroup members consist of 15 county engineers/staff, 1 FHWA, 1 WSDOT, 1 WTSC, and 9 CRAB	Completed October, 2014
Identify additional needed data elements	Workgroup meeting occurred on 12/18/2014 to identify additional data elements. 6 new inventories were identified consisting of approximately 34 new project related data elements.	Initial review complete as of 12/18/2014 with a workgroup review anticipated in February or March 2015
Recruit and hire project employee	Jacky Nguyen was hired as an ITS3 project developer starting on January 5, 2015	Completed January, 2015
Add additional identified data elements to Mobility	90% of database work has been completed and UI development is underway	All current work is anticipated to be complete January, 2015
Develop methodology for collecting additional data elements	Pending	April, 2015
Create decision tree reporting that identifies target crash types and risk Factors	Pending	June, 2015
Develop software decision tool in Mobility	Pending	Sept, 2015
Develop training plan for counties on use of system	Pending	Sept, 2015

**Performance Measure** - End-of-project data to demonstrate improvement of the designated performance measure indicated in the Interagency Agreement.

<b>Roadway – Accessibility</b>  <i>Measure CRAB’s engineering customer’s ability to obtain a prioritized list of safety projects in the Mobility system, and their satisfaction with the speed of generating this list.</i>	Baseline Date: <b>September 2014</b>	Final Date: <b>September 2015</b>
	Ability Rating: 2.2/5 Satisfaction Rating: 2.3/5 30/39 Counties Responded	

8.B

Intergovernmental Policy Report -  
Jeff Monsen, PE



Report from Jeff Monsen, P.E., Intergovernmental Policy Manager

**County Visits**

Travel to and meetings at the following County offices:

Franklin - 11/17  
Lewis - 11/25  
Whatcom - 1/23  
Clark - 1/27  
Cowlitz - 1/27

**Other meetings and activities**

WHUF - Transportation Briefing (Seattle) - 11/12  
WSAC/WSACE Conference (Spokane) - 11/18-20  
SAO - 12/3, 12/4, 1/27  
LGAC (SAO) - 12/4

**Office of the County Engineer Training**

Customized training presented 11/21/2014 (Spokane) at the conclusion of the WSAC conference, with 28 participants (50% elected), representing 14 counties

3-day Training held on 12/9-11/2014, at CRAB, with 12 participants, representing 9 counties

Planned

- 3-day training scheduled for May 12-14 (at CRAB)
- 1-day custom training being planned for Clark County (likely March)
- Interest for 1/2-day custom training initiated by Skagit

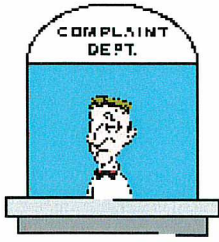
# Road Fund, County Engineer, and CRAB

## AGENDA

WSAC Conference -- Spokane -- November 21, 2014  
Presented by CRAB

(11/10/14)

	Page
9:00 – 9:30 -	
Introductions & House Keeping	
Who is CRAB?	2
Objectives & Participant Questions	3
9:30-10:15	
What is the Office of the County Engineer?	4
Guiding Laws and Procedures	
Revised Code of Washington (RCW)	5
Washington Administrative Code (WAC)	6
CRAB WACS & Standards of Good Practice	7
10:15 - 10:30 - Break	
10:30 – 11:30	
Color of Money (revenue & fund management issues)	8
Road Fund	9
ER&R Fund	10
Road Levy (Property Tax Limits / Shift / Diversion)	11
Motor Vehicle Fuel Tax (MVFT)	12
11:30 – 12:00 -	
Road Fund related annual compliance actions	13
Other questions and discussion items	14
Session Evaluation	Handout
12:00 - One-on-One questions	



# Class Evaluation

**CRAB Training -- Road Fund, County Engineer, and CRAB --  
WSAC / Spokane / November 21, 2014**

**17-evaluations completed**

**28 total participants (14-counties / 14-elected / 13-staff / 1-NACO)**

The following questionnaire asks you to evaluate the training course you've just completed. Your perceptions of the Class, its material, and the instructor's presentation, will be used to improve the quality and content of future classes. Thanks for taking the time to complete this evaluation before you leave.

**Circle the best description.**

**1. Was the Material presented in an organized and clear manner?**

Poor	Fair	Good	Very Good	Excellent
		I		

**2. Did the Class meet the stated Objectives?**

Poor	Fair	Good	Very Good	Excellent

**3. Did the class material follow a logical and understandable sequence?**

Poor	Fair	Good	Very Good	Excellent

**4. Overall how would you rate this course?**

Poor	Fair	Good	Very Good	Excellent

**5. In your estimation, the length of the course was?**

Too Long	Too Short	Just Right	Other (note below)

**2 X Just right for the situation / more detail needed (more time) in different setting**

**Need more people to attend this training**

**Lack of visual aids**

**Short time frame**

**A little fast for the amount of information provided**

**8. What recommended changes would you suggest?**

**Being new, maybe a little more background info on the handout**

**Tables**

**Examples (handouts) with \$\$ scenarios**

**More emphasis on “points to know”**

**Add visual aids**

**Encourage more administrators to attend**

**More discussion on the importance of operations and maintenance**

**Provide examples of what is construction versus maintenance**

**Info on flooding**

**More examples that apply to topics**

**Multiple sessions of targeted areas of interest**

**9. Additional comments regarding the class, materials, or its presentation?**

**2 X Great handout**

**Nice breakfast**

**Job well done -- more proof that CRAB has the best staff of all state agencies**

**Appreciate CRAB’s willingness to present “road shows” around the state on this information**

**Good handout with key-points and room for comments/notes**

**I would like to see this in new commissioner training (partner with WSAC)**

8.C

Compliance & Data Analysis Report -  
Derek Pohle, PE

# COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT

*Prepared by Derek Pohle, PE*

CRABoard Meeting – January 29–30, 2015

Reporting Period: November 2014 thru January 2015

## STANDARDS OF GOOD PRACTICE

### **Vacancy in Position of County Engineer:**

*Franklin County* - Matt Rasmussen, PE gave his notice of resignation to the BOCC effective September 5, 2014. The County informed the CRABoard of the vacancy by letter dated September 10, 2014 in accordance with WAC 136-12. Franklin County has contracted with Benton County for Engineer services until they can hire a new County Engineer.

### **County Audits – For Fiscal Year 2012**

*Clark County* – CRAB staff has been monitoring one new Finding which was Road Fund related. Regarding the allocation of General Liability Insurance costs to the covered Funds, the county did not equitably charge all Funds resulting in the Road Fund being overcharged. The county did have an allocation methodology but did not follow nor update it. The amount in question is stated as \$1,659,699.

CRAB staff met with SAO staff and Clark County staff respectively in Vancouver on May 13, 2014 to discuss the status of the audit Finding. It appeared to CRAB staff after the meetings that there was room and motivation on both sides to resolve the issue promptly. Clark County and the SAO audit team had several subsequent meetings resulting in a proposed resolution. On November 4, 2014 the BOCC in its scheduled supplementary budget hearing restored the funds in question to the Road Fund by Resolution.

### **County Audits – For Fiscal Year 2013**

*Skamania County* – CRAB staff has been monitoring a continuing Finding which effects the Road Fund. For at least two 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. CRAB staff has been supporting county Public Works staff on a consultative basis.

### **December 31, 2014 Submittal Requirements**

*Annual Construction Program, Six Year Transportation Improvement Program, CAPP program, PMS Certification, Road Fund Budget Summary, Maintenance Management Work Plan and Budget, County Engineer's Certification Form.*



All the above forms and reports required to be submitted to CRAB by December 31, 2014 in order to maintain the Standards of Good Practice have been submitted on time by all 39 counties. Five of the 39 counties failed to submit required supporting documents by the deadline, were contacted by Toni Cox, and promptly submitted the missing information.

#### **Cooperative Procedures for Processing of County Road Accident Reports**

All counties are required by WAC 136-28 to have responded to/processed at least 90% of the county road collision reports submitted to them for coding by December 31 of each calendar year. For 2014, 38 of 39 counties were compliant as required, with the final county being compliant by January 12, 2015. That county experienced some staff illness issues at the end of the year and promptly dealt with the few outstanding collision reports as soon as they were able.

#### **Proposed New Standard of Good Practice**

At the October 2014 CRABoard meeting Mr. Pohle requested initial discussion and consideration of a new standard of good practice related to RAP eligibility and use of road funds for traffic law enforcement. The Board directed staff to contact the county engineers, and request that they review and discuss with their legislative authorities, and Sheriffs if willing, and provide feedback.

Mr. Pohle presented the proposal to the County Engineers at the November 2014 WSACE meeting in Spokane, and at each of the regional RAP meetings this last quarter. The proposal received almost universal support at these meetings with minor concerns regarding implementation details. We requested that the county engineers respond by email regarding their specific comments and any responses/reactions from their legislative authorities and Sheriffs. Thirteen counties have responded as requested. Eleven counties have responded favorably, with one county being decidedly negative in its response indicating we should not introduce new regulation, and the other not wanting to shed any more light on this subject than necessary.

#### **OTHER ACTIVITIES OF THE C&DA MANAGER**

- SW, NE, SE, NW, PS Regional RAP meetings. Discussion on proposed new Standard of Good Practice – Traffic Law Enforcement expenditures
- WSAC/WSACE Legislative conference – Spokane, WA. Trainer for Commissioners/Council Members: CRAB/Road Fund/County Engineer training
- Progress meetings and discussions on Pavement Projection project with Scanlan/Gary Rowe/WSAC
- County Engineers Training December 9-11, trainer
- Systemic Safety Project System Tool workgroup meeting
- Significant progress made with TS staff on the Webitizing project for the annual submittals forms
- Review of all required December 31, 2014 report submittals

8.D

Maintenance Management Report -  
Bob Moorhead, PE

## Maintenance Manager's Report

Prepared by Bob Moorhead

November 2014 – January 2015

### County Meetings

November 4-6: Pierce County "Over The Shoulder" Maintenance Review

December 3: Grant County RAP Project File & Field Review

### Other Meetings

November 14: Southwest Region RAP Meeting, Lewis County

November 19-21: WSAC/WSACE Fall Leadership Conference, Spokane

December 3: Northeast Region RAP Meeting, Grant County

December 4: Southeast Region RAP Meeting, Franklin County

December 5: Washington State Chapter APWA Area Meeting West, Woodinville

December 17: Northwest Region RAP Meeting, Skagit County

January 26: Puget Sound Region RAP Meeting, King County

### CRAB Training November 2014 – January 2015

Date	Subject	Location	Participants	Counties Represented
November 4-6	CRAB Road Design Conference	Spokane County	92	21, plus 9 other orgs.
November 13	Mobility (PMS)	Pierce County	3	1
November 19-20	Mobility	Chelan County	8	5
December 3	Mobility	Cowlitz County	12	1
December 9-11	County Engineer	CRAB Offices	12	8
December 16-17	Mobility	Pend Oreille Co.	5	1

### Future Training Schedule February – April 2015

Date	Subject	Location	Registration Deadline
February 12-13	Mobility 4.0	CRAB Offices	February 6
February 24-26	AutoCAD 3D Fundamentals	CRAB Offices	February 20
March 17-18	AutoCAD 3D Fundamentals	CRAB Offices	March 15
March 31-April 1	AutoCAD 3D for Surveyors	CRAB Offices	March 27
April 14-15	Introduction to UAV's (Drones)	CRAB Offices	April 10
April 28-29	Autodesk Infracore	CRAB Offices	April 24
May 12-14	County Engineer	CRAB Offices	May 8
May 27-28	Mobility 4.0	Douglas County	May 22