



AGENDA

County Road Administration Board
February 1-2, 2018
CRAB Office - Olympia, Washington

Thursday
1:00 PM

1 Call to Order

2 Chair's Report - Brian Stacy, PE

- A. Approve February 1-2, 2018 Agenda
- B. Approve Minutes of October 26-27, 2017 CRABoard Meeting
- C. Approve Minutes of November 15, 2017 Special CRABoard Meeting

Action	Enclosure
Action	Enclosure
Action	Enclosure

3 Executive Director's Report - John Koster

- A. Staff Updates - New IT Manager Eric Hagenlock
- B. 2017 Annual Report
- C. Current Budget Status
- D. Director's Activities

Info	Enclosure
Info	
Info	Enclosure
Info	

4 Intergovernmental Policy Report - Jeff Mosen, PE

- A. Activities
- B. 2019-2021 County Ferry Capital Improvement Program

Info	
Info	Enclosure

5 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Regional Meetings Update
- C. Resolution 2018-001 - Apportion RATA Funds to Regions
- D. Project Request Actions Taken by Staff
- E. Whitman County Request

Info	Enclosure
Info	Enclosure
Action	Enclosure
Info	Enclosure
Action	Enclosure

6 Compliance Report - Derek Pohle, PE

Info	Enclosure
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7 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 PM Dinner at Tugboat Annie's

**Friday
8:30 AM**

8 Call to Order

9 WSACE Report - Gary Rowe, PE

Info	
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10 Staff Reports

- A. Information Services - Eric Hagenlock.
- B. Design Systems - Jim Ayres, PE

Info	Enclosure
Info	

11 Possible Executive Session - Personnel

Info	
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ADJOURN

Chair: _____

Attest: _____

Minutes
County Road Administration Board
October 26-27, 2017
CRAB Office – Olympia, Washington

Members Present: *Brian Stacy, PE, Pierce County Engineer, Chair
Rob Coffman, Lincoln County Commissioner, Vice-Chair
Andrew Woods, PE, Columbia County Engineer, Second Vice-Chair
Al French, Spokane County Commissioner
Lisa Janicki, Skagit County Commissioner
Bob Koch, Franklin County Commissioner
Kathy Lambert, King County Councilmember
Mark Storey, PE, Whitman County Engineer
*Helen Price Johnson, Island County Commissioner

Staff Present: John Koster, Executive Director
Walt Olsen, PE, Deputy Director
Karen Pendleton, Executive Assistant
Rhonda Mayner, Secretary
Jeff Monsen, PE, Intergovernmental Policy Manager
Randy Hart, PE, Grant Programs Manager
Derek Pohle, PE, Compliance & Data Analysis Manager
Mike Clark, Road Systems Inventory Manager
Jim Ayres, PE, Design Systems Engineer
Jim Oyler, Support Specialist
Kathy O'Shea, Database Specialist
*Michael Kochick, Systems Manager
*Eric Hagenlock, Applications Specialist

Guests: *Paul Randall-Grutter, PE, Skagit County Engineer
*Dan Berentson, Skagit County Public Works Director
*Rachel Rowe, Skagit County, Ferry Division Manager
*William L. Moon III, PE, Glosten, Marine Architect
*Chad Coles, PE, Spokane County Engineer – via telephone
*Brandi Colyar, Spokane County – via telephone
*Chad Johnson, DES, Financial Consultant
*Faith Eldredge, Pacific County
**Reema Griffith, Director, WA State Transportation Commission

**October 26, 2017 only*
***October 27, 2017 only*

CALL TO ORDER

Chair Stacy called the meeting to order at 1:00 pm. He asked guests to sign the attendance sheet and to silence their cell phones. He welcomed Mr. Koster to the staff.

CHAIR'S REPORT

Approve Agenda for the October 26-27, 2017 Meeting

Commissioner French moved and Council Member Lambert seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of August 10, 2017 CRABoard Meeting

Commissioner Koch moved and Commissioner French seconded to approve the minutes of the August 10, 2017 CRABoard meeting. **Motion passed unanimously.**

COUNTY FERRY CAPITAL IMPROVEMENT PROGRAM

Mr. Monsen gave an overview of the program. He introduced Mr. Randall-Grutter, Ms. Rowe, and Mr. Moon, who gave a presentation on Skagit County's proposed new ferry. If constructed as hoped, it will be the first all-electric battery auto ferry in the United States.

Ms. Rowe noted some difficulties in forming a ferry district in the county, a requirement to receive maximum funding under the program.

Mr. Moon reported on the proposed vessel design. He noted that Glosten is also reviewing the condition and design of the terminal, dock and surrounding area, including ticketing and parking facilities. There is a potential to build a hybrid diesel/electric vessel instead, depending on maintenance and operating costs.

Mr. Berentson reported that he and Ms. Rowe recently attended a Ferries Conference in Seattle. He noted a high level of interest in the project from state and federal leaders.

Mr. Monsen noted that next step in the process is for Skagit County to submit an application, including a financial plan, by December 31. An advisory committee will then be formed, which will review the request and determine whether to recommend financing the project to the Legislature.

Chair Stacy called for a brief recess.

RURAL ARTERIAL PROGRAM

Spokane County Project Request

Mr. Hart reported that Spokane County has requested a scope reduction for the second segment (milepost 3.70 to 6.39) of the RATA-funded Bigelow Gulch Road 4 project. The request is to reduce the proposed roadway width improvements from 76 feet as listed in the prospectus to 52 feet, with no reduction in RATA funding. Although CRABoard Resolution 2015-002 delegates scope change approvals to the Executive Director, with quarterly reports to be provided to the board on any project actions taken by staff,

CRAB staff has determined the extent of this scope change warrants consideration and approval by the Board.

The county gained \$2,753,863 in RATA funding on April 19, 2007, proposing to widen the roadway to the standard 76 feet, which included four 12 foot through lanes, one 12 foot left turn lane, and 8 foot shoulders. An additional \$2,500,000 was awarded to the project on April 16, 2009 and the remaining \$751,617 of \$5,987,480 total RATA requested was awarded to the county on March 10, 2010.

Because the approved National Environmental Policy Act document was held up in court until early 2017, the county was not able to pursue the construction phase of the project prior to this year. The county has split the original project into two segments approved by the CRAB director on August 1, 2017, allowing construction of the interchange portion of the project, milepost 6.39 to 6.75, beginning in 2017. The remaining portion, milepost 3.70 to milepost 6.39, for which this scope reduction is being sought, is anticipated to begin construction in 2019.

The work the county now proposes will result in two 12 foot lanes, two 8 foot shoulders, and a 12 foot median separating the two lanes. The need for the two additional lanes is not anticipated until after 2025.

Based on the county's analysis, a staged approach was proposed and accepted by the Spokane Regional Transportation Council. The staged approach includes acquiring all of the right of way for the full 76 feet now. The first stage will construct a two lane roadway with the median separation, eight foot shoulders, truck climbing lanes at either end of the project, and the subgrade needed for the additional lanes. The final stage will add an additional lane in each direction with the 12 foot median separation (the original proposed section) and will be built when required.

Mr. Hart summarized the current funding distribution.

He noted that CRAB staff has reviewed the project site. The reduced scope requested by the county includes building the lanes, shoulders, and median, plus the subgrade for the additional lanes, resulting in a 52 foot travel way and a 76 foot roadway prism. The county will also provide truck climbing lanes at each end of the project and an adequate clear zone safety recoverable area throughout. The county is acquiring the needed right of way to provide the full 76 foot section, and is committed to adding the additional lanes when needed. The county is providing over \$4 million in local funds and \$1.2 million in federal funds to the effort.

The reduced scope project retains its original 237.12 points and remains the highest ranked on the 2007–2009 priority array.

Staff recommends approval of the scope reduction, with no reduction in RATA funding.

Mr. Hart introduced Mr. Coles and Ms. Colyar, who gave additional information on the

request.

Commissioner French recused himself from discussion and voting on the request. Following discussions and questions, Mr. Storey moved and Commissioner Price Johnson seconded to approve Spokane County's request for a scope reduction for the second segment (milepost 3.70 to 6.39) of the RATA-funded Bigelow Gulch Road 4 project, with no reduction in RATA funding. **Motion passed unanimously, with Commissioner French recused.**

Program Status Report

Mr. Hart reported that there are 677 active RAP projects. Seven more are complete and awaiting final close-out. CRAB has total anticipated revenue of \$607,022,148 through the 2017-19 biennium. \$546,817,101 has been expended to date. There are outstanding obligations of \$133,256,376.

Project Request Actions Taken by CRAB Staff

Mr. Hart noted activities and requests handled by staff since the August 2017 CRAB Board Meeting

Stevens County, per its October 19, 2017 letter, withdrew the Addy Gifford Road project, RAP # 3315-01, from RAP funding. The county plans to reconfigure the road into multiple sections and apply more extensive improvements. The county plans to reimburse the expended \$29,511.68 in RATA funds. CRAB staff acknowledged the withdrawal in writing and reminded the county that the expended RATA funds are due within sixty days of the date of CRAB's acknowledgement.

Based on the CRAB Board's allocations to projects at its August 10, 2017 meeting, CRAB staff sent 11 CRAB/County contracts, five for additional funding and six for new funding. All 11 contracts offered were accepted and signed by the counties.

Resolution 2017-009 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2017-009 – apportion RATA funds to regions, which approves that the accrued amount of \$5,970,760 now credited to RATA in August, September and October 2017 be apportioned to the regions by the established 2017-2019 biennium regional percentages after setting aside \$127,629 for administration.

Mr. Storey moved and Commissioner Koch seconded to approve Resolution 2017-009 – Apportion Rata Funds to Regions. **Motion passed unanimously.**

Consider Call for Projects

Mr. Hart reported that per WAC 136-161-020, the RAP cycle begins at the fall odd-year CRAB Board meeting, when the board considers the RATA balance, project payment schedules, and future revenue to determine if enough funds will be available to provide for a new array of projects for the ensuing biennium (2019–2021).

RATA fund revenue forecasts for the 2007-2009 through 2011-2013 biennia were overly

optimistic and there was actually a downturn in revenue in those three biennia. Beginning in 2013, however, the revenue has increased steadily. Estimated 2019–2021 RATA revenue as of September 2017 is \$41 million and includes approximately \$500,000 in interest. Connecting Washington transfers from the Motor Vehicle Account into the RATA each quarter will amount to an additional \$4,844,000 in the 2019–2021 biennium. Total available revenue is estimated to be about \$46 million.

Actual spending compared to planned spending has been at about 50% in recent biennia. Since many projects are currently advertised for construction, staff anticipates the spending will be higher this biennium, or about 55%, leaving the end of 2017–2019 RATA balance at \$26.6 million. The same should be true for the 2019–2021 biennium, if additional projects are funded via a call. The resulting balance at the end of the 2019-2021 biennium is anticipated to be about \$30.6 million.

Though new projects aren't programmed for immediate construction reimbursement, adding new projects for reimbursement in later years has typically pressured older projects to get built. The over obligation of RATA funds with new projects would have the effect of pushing the estimated \$30.6 million balance lower.

After funding partially-funded projects, which are currently short by \$14 million, \$32 million would remain for funding of new projects; up to \$27 million in the first year of the biennium and \$5 million later. CRAB staff would schedule construction reimbursements for new projects in the 2023-2025 biennium. CRAB IT staff is in process of adding a feature in RAP Online that will tie the reimbursement schedule to project progress. Project progress is required to be certified every quarter by the County Engineer.

Mr. Hart noted that the balance has increased from a low of \$14 million in 2015 to approximately \$19 million currently. This should continue to some degree since Connecting Washington funding adds \$4.8 million every biennium, and existing projects had been scheduled out in order to maintain a reasonable RATA balance. With project management in RAP Online, staff can allow some projects to be advanced to draw further on the balance, if needed.

Staff finds that there is a sufficient estimated revenue stream to fund a new array of projects in the 2019-2021 biennium. Funding new projects maintains a high obligation level and will have the effect of advancing older projects and keeping the RATA balance low. Staff can also allow advances in reimbursement schedules in order to draw the account balance down further, if needed. Twenty-three currently funded projects await full funding and are dependent on a 2019-2021 funding period. Most counties will start full design of these projects after full funding is gained. With establishment of a funding period for 2019-2021, the RATA balance can remain stable by means of account management and project scheduling by the CRABoard and staff.

Staff recommends the CRABoard establish a funding period for 2019-2021. Staff would then send a call for new projects to the counties in early 2018, with an application due date of March 1, 2018. Final prospectuses would be due September 1, 2018.

Following questions and discussion, Second Vice-Chair Woods moved and Mr. Storey seconded to issue a call for new projects for the 2019-2021 biennium. **Motion passed unanimously.**

Chair Stacy called for a brief recess.

DIRECTOR'S REPORT

Director's Activities

Mr. Koster reported on his recent activities, including meetings with the Joint Transportation Committee, the Freight Management Strategic Investment Board, and the Transportation Improvement Board.

2018 Meeting Schedule

Mr. Koster presented staff's recommendations for the 2018 CRABoard meeting schedule. Following discussion, Commissioner Price Johnson moved and Commissioner Janicki seconded to set the dates as February 1-2, April 19-20, July 26-27, and October 25-26. **Motion passed unanimously.**

Approve Annual Certification Form

Mr. Koster noted changes to reflect the current reporting period dates as well as the addition of the new requirement for reporting of Road Fund Expenditures for Marine Navigation and Moorage.

Second Vice-Chair Woods moved and Commissioner Koch seconded to approve the 2017 Annual Certification Form. **Motion passed unanimously.**

Current Budget Status

Mr. Koster introduced Mr. Johnson, who noted that the agency is in good status so far this biennium. He gave a brief presentation of the agency forecast for the remainder of the biennium.

Decision Package Submittal

Mr. Koster reported that a supplemental budget request has been submitted, asking for additional funding to cover the cost of leave balance buyouts and to implement adequate six-month overlap succession for Mr. Monsen's planned retirement in June 2018, and to augment the basic level of HR services from the Department of Enterprise Services.

New Organizational Chart

Mr. Koster presented the updated chart, reflecting current agency staffing as well as planned future hiring.

Commissioner Janicki moved and Commissioner Price Johnson seconded adoption of the organizational chart. **Motion passed unanimously.**

Vehicle License Renewal Fees

Mr. Koster reported on RCW 46.17.323, which allocates a portion of electric vehicle registration renewal fees to the RATA. He noted there is a potential for approximately \$1.6 million in revenue to the account through fiscal year 2031.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen noted the following changes in County Engineers since the August 2017 CRABoard meeting:

By email on August 29, 2017, King County delegated certain developmental review duties of the County Road Engineer Rick Brater to Scott Smith, PE as allowed by King County Code 2.16.140.

By letter on August 30, 2017, Douglas County appointed Aaron Simmons, PE, as Acting County Engineer "for the interim period until the County Road Engineer position can be filled" after the retirement of County Engineer Doug Bramlette, PE, effective August 28, 2017. By email on October 25, 2017, Douglas County appointed Mitch Reister, PE, as County Engineer, effective October 24, 2017.

By letter on September 14, 2017, Pierce County delegated certain stormwater and flood control zone district duties of the County Engineer Brian Stacy, PE, to Melissa McFadden, PE, as allowed by Pierce County Code 2.06.010.C.

By letter on September 28, 2017, Lewis County appointed Tim Fife, PE, as County Engineer, effective September 25, 2017.

County Visits completed since August 2017

An Official County Visit was conducted in Skagit 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 CRABoard to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed 51 audit reports representing 35 counties since the August 2017 board meeting. Fifteen audits contained a total of 21 findings issued and one involved County Road Funds in some form. Additionally, 14 audits contained 17 prior findings, one involved County Road Funds and was found to be fully corrected. Any audit with a number under the "NewFind#" or "PrevFind#" heading revealed findings involving County Road Funds. Status of those findings are also shown below:

2015-2016 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1020035	Yakima County	Accountability	01/01/2016 to 12/31/2016	10/19/2017			1	NCR
1019888	Skamania County	Financial and Federal	01/01/2016 to 12/31/2016	9/29/2017			1	NCR
1019924	Lewis County	Accountability	01/01/2016 to 12/31/2016	9/29/2017				
1019925	Lewis County	Financial and Federal	01/01/2016 to 12/31/2016	9/29/2017	2	NCR		
1019961	Franklin County	Financial and Federal	01/01/2016 to 12/31/2016	9/29/2017				
1019986	Clallam County	Accountability	01/01/2016 to 12/31/2016	9/29/2017				
1019987	Clallam County	Financial and Federal	01/01/2016 to 12/31/2016	9/29/2017	1	NCR		
1019992	Pacific County	Financial and Federal	01/01/2015 to 12/31/2016	9/29/2017	1	NCR		
1020004	Klickitat County	Accountability	01/01/2016 to 12/31/2016	9/29/2017	1	NCR?		
1019852	Jefferson County	Accountability	01/01/2016 to 12/31/2016	9/28/2017				
1019864	Jefferson County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017	1	NCR	1	NCR
1019865	Island County	Accountability	01/01/2016 to 12/31/2016	9/28/2017				
1019898	Grays Harbor County	Accountability	01/01/2016 to 12/31/2016	9/28/2017			1	NCR
1019899	Thurston County	Accountability	01/01/2016 to 12/31/2016	9/28/2017				
1019900	Thurston County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017				
1019910	Pierce County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017	2	NCR		
1019920	Island County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017	1	NCR	1	NCR
1019926	Grays Harbor County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017	2	NCR		
1019944	Cowlitz County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017	1	NCR		
1019951	Kittitas County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017	1	NCR		
1019962	King County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017	4	NCR	2	NCR
1019964	Walla Walla County	Financial and Federal	01/01/2016 to 12/31/2016	9/28/2017				
1019857	Spokane County	Financial and Federal	01/01/2016 to 12/31/2016	9/25/2017				
1019893	Klickitat County	Financial and Federal	01/01/2016 to 12/31/2016	9/25/2017				
1019894	Mason County	Financial and Federal	01/01/2016 to 12/31/2016	9/25/2017			2	NCR
1019903	Whitman County	Financial and Federal	01/01/2016 to 12/31/2016	9/25/2017			2	NCR
1019915	Snohomish County	Financial and Federal	01/01/2016 to 12/31/2016	9/25/2017				
1019933	Okanogan County	Financial and Federal	01/01/2016 to 12/31/2016	9/25/2017				
1019936	Thurston County	CAFR	01/01/2016 to 12/31/2016	9/20/2017				
1019827	Pend Oreille County	Financial and Federal	01/01/2016 to 12/31/2016	9/18/2017				
1019838	Adams County	Financial and Federal	01/01/2016 to 12/31/2016	9/18/2017				
1019842	Ferry County	Financial and Federal	01/01/2016 to 12/31/2016	9/18/2017				
1019642	Douglas County	Accountability	01/01/2016 to 12/31/2016	9/7/2017				
1019688	Douglas County	Financial and Federal	01/01/2016 to 12/31/2016	9/7/2017				
1019746	Whatcom County	Accountability	01/01/2016 to 12/31/2016	9/5/2017				
1019747	Whatcom County	Financial and Federal	01/01/2016 to 12/31/2016	9/5/2017				
1019640	Benton County	Financial and Federal	01/01/2016 to 12/31/2016	8/31/2017				
1019778	King County	Attestation Engagements	01/01/2016 to 12/31/2016	8/31/2017				
1019640	Benton County	Financial and Federal	01/01/2016 to 12/31/2016	8/31/2017				
1019685	Wahkiakum County	Financial and Federal	01/01/2016 to 12/31/2016	8/31/2017				
1019695	Wahkiakum County	Accountability	01/01/2015 to 12/31/2016	8/31/2017				
1019709	San Juan County	Accountability	01/01/2016 to 12/31/2016	8/28/2017				
1019715	San Juan County	Financial and Federal	01/01/2016 to 12/31/2016	8/28/2017			1	NCR
1019451	Chelan County	Financial and Federal	01/01/2016 to 12/31/2016	8/24/2017	1	Y	1	NCR
1019652	Clark County	Accountability	01/01/2016 to 12/31/2016	8/24/2017				
1019654	Clark County	Financial and Federal	01/01/2016 to 12/31/2016	8/24/2017	1	N	1	CR-FC
1019577	Lincoln County	Financial and Federal	01/01/2016 to 12/31/2016	8/14/2017				
1019568	Grant County	Accountability	01/01/2015 to 12/31/2015	8/10/2017	1	N	1	NCR
1019471	Skagit County	Financial and Federal	01/01/2016 to 12/31/2016	8/7/2017			1	NCR
1019546	Skagit County	Accountability	01/01/2016 to 12/31/2016	8/7/2017				
1019584	Kitsap County	Financial and Federal	01/01/2016 to 12/31/2016	8/7/2017	1	N	1	NCR
				TOTALS	21	0	17	0
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

Deputy Director's Activities

Mr. Olsen reported on his activities since the August 2017 CRABoard meeting.

Information Services Report

Mr. Olsen introduced Mr. Ayres, who presented the agenda for the 28th Annual Road Design Conference, to be held November 7-9 in Chelan. He introduced Ms. Eldredge, who will be presenting at the conference on the washaway beach issue in Pacific County.

Mr. Ayres noted developments in the future of UAV operation in light of President Trump's new initiative.

Mr. Hagenlock reported on the progress of GIS-Mo. He noted that the next steering committee meeting will be November 13 at the CRAB offices.

MVFT Calculation

Mr. Clark gave a brief presentation on the calculation of the distribution factors of the counties' share of the Motor Vehicle Fuel Tax.

Vice-Chair Coffman recessed the meeting at 4:51 pm on October 26, 2017. The CRABoard meeting will resume October 27, 2017 at 8:30 am.

**County Road Administration Board
Friday, October 27, 2017**

CALL TO ORDER

The meeting was called to order by Vice-Chair Coffman at 8:30 am.

WASHINGTON STATE ROAD USAGE CHARGE

Ms. Griffith gave a presentation on the Commission's proposal to replace state's portion of the Motor Vehicle Fuel Tax with a Road Usage Charge. She noted that as vehicles become more fuel efficient, the revenue received from the MVFT will begin to decrease. Constantly increasing the MVFT is not viable economically or politically, so the WSCT is beginning a pilot project to study the feasibility of a RUC.

Vice-Chair Coffman called for a brief recess.

COMPLIANCE AND DATA ANALYSIS REPORT

Mr. Pohle reiterated the changes in County Engineers' offices since August 2017 noted in Mr. Olsen's prior report.

He noted that no county audits with compliance related Findings were reviewed in the last quarter.

He reported that a status meeting is scheduled for November 3 to review Thurston County's actions since the release of the Attorney General's Opinion on WAC 136-25 Traffic Law Enforcement Expenditures.

Mr. Pohle informed the Board of an issue that staff was recently made aware of in Lewis County involving improper diversion of County Road Funds. Staff is working with the county to resolve the issue and change their processes in the future.

He reported on his other activities since August 2017.

INTERGOVERNMENTAL POLICY

Mr. Monsen noted travel to and general discussions since the August 2017 CRABoard meeting at the Mason, Kitsap, and Skagit County Engineer offices.

He reported on his other meetings and activities.

He noted that the County Engineers' Training scheduled for December 5-7 at the CRAB offices has 10 participants registered from nine counties.

Mr. Monsen gave a brief presentation of the County Engineer Desk Reference, noting a smaller, more streamlined modification from the previous Desk Manual.

Other Business

Mr. Olsen reported that the Legislative Service Center will be vacating the lower floor of the office building by November 8. This creates a security issue, so the building manager is looking into installing a keypad system with an intercom or video interface requiring visitors to call either CRAB or WSTC and request entry into the building. The cost will be shared by CRAB and WSTC. If this is not completed by the time the LSC leaves, visitors will have to call CRAB or WSTC and have a staff member go downstairs and let them in.

Commissioners Janicki and French mentioned a committee they are on regarding the study of rail crossing safety.

Meeting adjourned by Vice-Chair Coffman at 10:37 am.

Chair

Attest

**Special Meeting
County Road Administration Board**

November 15, 2017
DoubleTree Hotel
SeaTac, Washington

MEMBERS PRESENT

Chair: Brian Stacy, PE, Pierce County Engineer
Vice Chair: Rob Coffman, Lincoln County Commissioner
Second Vice Chair: Andrew Woods, PE, Columbia County Engineer
Lisa Janicki, Skagit County Commissioner
Bob Koch, Franklin County Commissioner
Kathy Lambert, King County Council Member
Helen Price Johnson, Island County Commissioner
Mark Storey, PE, Whitman County Engineer
Al French, Spokane County Commissioner (via telephone)

STAFF PRESENT

John Koster, Executive Director
Walt Olsen, PE, Deputy Director
Randy Hart, PE, Grant Programs Manager
Derek Pohle, PE, Compliance & Data Analysis Manager
Jeff Monsen, PE, Intergovernmental Policy Manager
Rhonda Mayner, Administrative Secretary

GUESTS

Ramiro Chavez, PE, Thurston County Manager
Jennifer Walker, Thurston County Public Works Director
Scott Lindblom, PE, Thurston County Engineer

CALL TO ORDER

Chair Stacy called to order the meeting to order at 10:00 am.

APPROVE NOVEMBER 15, 2017 SPECIAL MEETING AGENDA

Mr. Storey moved and Commissioner Koch seconded to approve the agenda. **Motion carried unanimously.**

THURSTON COUNTY COMPLIANCE ISSUE

Mr. Koster reported on a meeting held on November 3, 2017, between himself, Mr. Olsen, Mr. Pohle, Mr. Monsen, Mr. Chavez and Ms. Walker, in regards to the county's compliance with the statues and Standards of Good Practice for use of diverted road levy for traffic law enforcement for 2017.

In that meeting, Mr. Chavez stated that the county would make no correction to the improper uses of diverted road levy for the current budget year, but would be working on solutions for 2018 that would lead to compliance.

Mr. Koster noted that there are no guarantees this will, in fact, occur, as the county's budget hearing is set for December 12, 2017. He requested that the Board discuss the issue, and determine a course of action that will lead to a full resolution of the problem for 2017 and forward.

Mr. Olsen presented a history of the RAP statute, RCW 36-79-140, first adopted by the Legislature in May 1983. He noted that in 2015, the CRABoard proposed the addition of an accompanying WAC 136-25, in order to clarify allowable uses of funds for traffic law enforcement which had been used as the basis for measuring compliance but never committed to written regulation. At that time, it came to the Board's notice that Thurston County was using diverted funds for non-allowable expenditures, and the county was further contacted. In researching the issue, staff found that the Thurston County Prosecuting Attorney in 1987 had written an opinion on the issue, advising the county to proceed cautiously and to use diverted funds only for the specifically listed purposes.

Mr. Olsen and Mr. Monsen stressed that the counties are allowed to use diverted funds for any purpose they choose by law; however, the use of diverted road levy funds for purposes other than traffic law enforcement will result in a county becoming ineligible for RAP funding.

At the April 2016 CRABoard meeting, the Board adopted WAC 136-25, and instructed staff to request a formal Opinion from the Attorney General as to the proper use of diverted road levy funds for traffic law enforcement. The request was sent to the AGO in May 2016. In October 2016, Thurston County Prosecuting Attorney Jon Tunheim sent a letter to the Attorney General's Office reiterating that the county felt it was proper to expend diverted road funds on all aspects of traffic law enforcement, including court costs. Staff received the official Opinion on March 13, 2017. It upheld the CRABoard's historical enforcement of the allowable expenditure of diverted funds.

PUBLIC FORUM

Chair Stacy opened the floor to comments from Mr. Chavez, Ms. Walker, and Mr. Lindblom.

Mr. Chavez reported that the county has been operating under the impression that no changes were required in 2017, and had been waiting for direction from the CRABoard. He noted that for the 2018 budget, the county plans to use a levy shift and then divert a lesser amount than in previous years.

Vice-Chair Woods questioned whether the matter was a RAP issue or a Certificate of Good Practice issue. Staff noted that was for the Board to decide, and they could opt to address both.

The Board asked how much was potentially at stake if the county's RAP eligibility is suspended. Mr. Hart replied that to date in 2017, the county has been reimbursed for \$21,000 of expenses. However, there were five open projects as of April 2017, with expenditures totaling \$3,800,000, that may be affected.

Second Vice-Chair Woods asked what specific language regarding compliance is in the CRAB/County Contract for a RAP project. Mr. Olsen read from a contract, noting it states that should the county become non-compliant, the project may be withdrawn by CRAB, subjecting the county to ineligibility for current and future funding on that project, and a requirement to pay back of any RAP funding received to date on that project.

Mr. Pohle noted that from a strict compliance viewpoint, the amendments to WAC 136-25 outlining the specific allowed expenditures were passed by the CRABoard in April 2016, well before the county prepared their budget for 2017. Therefore, it could be argued that the county should have prepared a budget that complied with those limitations.

During discussion and prior to a vote on the issue, Commissioner Janicki excused herself from the meeting due to another commitment, and Commissioner French ended his telephone participation.

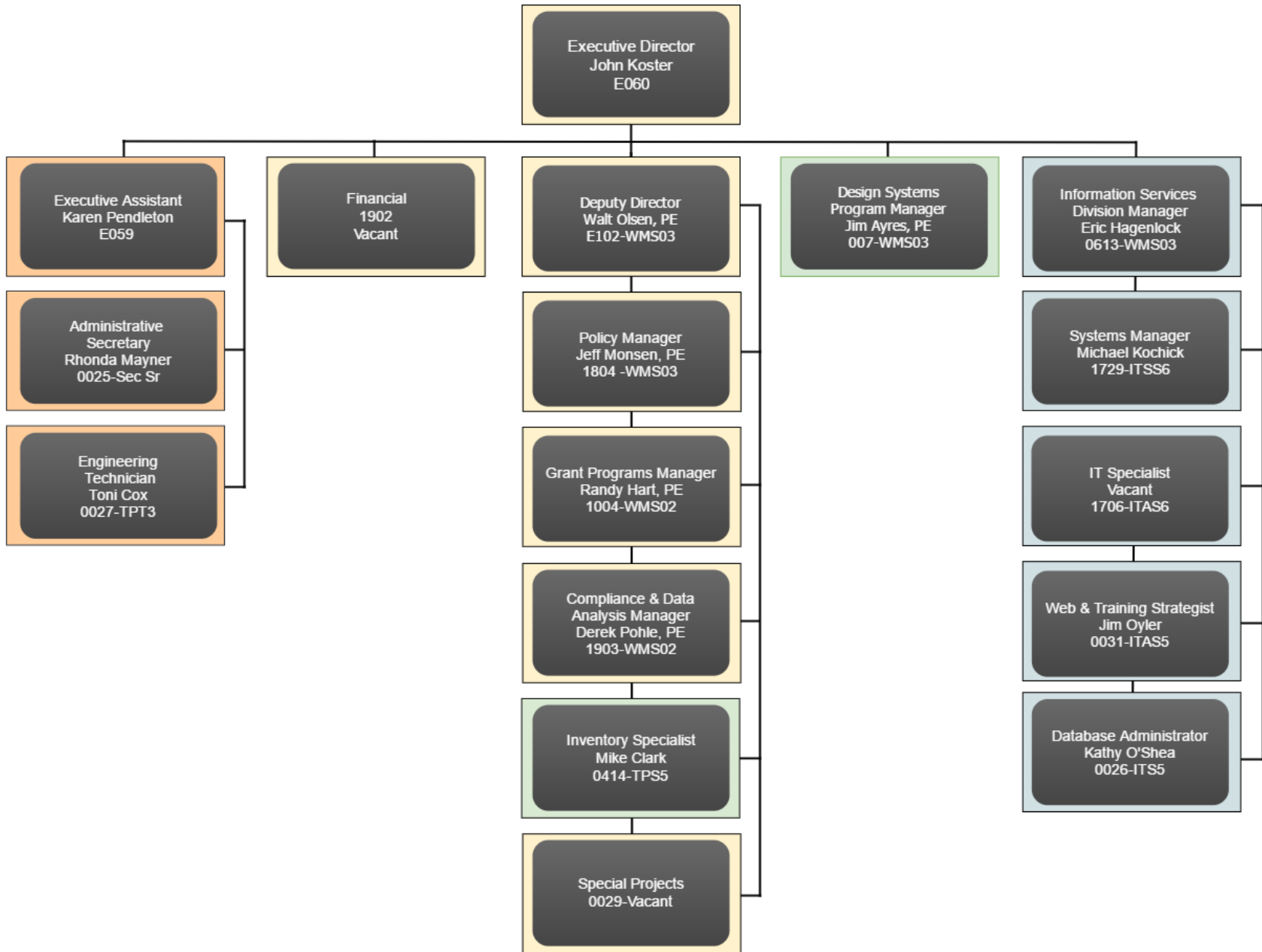
Second Vice-Chair Woods moved and Mr. Storey seconded to direct the Executive Director of the County Road Administration Board to prepare a letter to Thurston County, requiring that the county provide to the Board by January 2, 2018 definitive proof that the county has adopted a budget that will prevent the improper use of diverted road levy for traffic law enforcement. This proof is to include but is not limited to a signed budget resolution which meets compliance, and a copy of the detailed, overall 2018 county budget. Should the county not comply with this corrective action plan by January 2, 2018, the CRABoard will withdraw the two Thurston County projects which are being actively funded: Delphi Road, project # 2409-01, and Vale Road SE, project # 3415-01. In addition, non-compliance may result in CRABoard review of the status of the county's 2016 Certificate of Good Practice at their February 2018 meeting. **Motion passed unanimously by the remaining Board members.**

Chair Stacy adjourned the meeting at 11:41 am.

Chair: _____

Attest: _____

County Road Administration Board
 6 County Commissioners / Council Members & 3 County Engineers
 Updated January 29, 2018



County Road Administration Board Agency Summary FYTD as of December 2017

Fund 108 MVF Admin Operating

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,529,749	382,326	346,189	36,137	1,183,560
Employee Benefits	480,569	110,132	100,864	9,268	379,705
Travel	28,080	7,020	21,814	(14,794)	6,266
Capital Outlays	24,015	11,250	60	11,190	23,955
Grants, Benefits & Client Services	0	0	238	(238)	(238)
Goods and Services	441,587	115,115	133,210	(18,095)	308,377
Sum:	2,504,000	625,843	602,375	23,468	1,901,625

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	62,283	51,493	10,790	382,326	346,189	36,137
A AA State Classified	44,360	34,036	10,324	235,788	204,214	31,574
AC State Exempt	17,923	17,458	465	107,538	105,677	1,861
AS Sick Leave Buy-Out	0	0	0	0	9,788	(9,788)
AT Terminal Leave	0	0	0	39,000	26,510	12,490
Employee Benefits	19,845	16,442	3,403	110,132	100,864	9,268
B BA Old Age and Survivors Insurance	3,652	3,101	551	21,078	20,303	775
BB Retirement and Pensions	7,910	6,540	1,370	43,604	39,356	4,248
BC Medical Aid & Industrial Insurance	304	233	71	1,668	1,397	271
BD Health, Life & Disability Insurance	7,076	5,843	1,233	38,804	35,059	3,745
BH Hospital Insurance (Medicare)	903	725	178	4,978	4,748	230
Goods and Services	18,588	16,867	1,721	115,115	133,210	(18,095)
EA Supplies and Materials	90	112	(22)	540	822	(282)
EB Communications/Telecommunications	210	161	49	1,260	1,147	113
EC Utilities	810	214	596	1,620	1,285	335
ED Rentals and Leases - Land & Buildings	1,862	0	1,862	11,280	19,107	(7,827)
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	38	30	8	228	188	40
EG Employee Prof Dev & Training	266	95	171	1,596	1,266	331
EH Rental & Leases - Furn & Equipment	35	36	(1)	210	291	(81)
EJ Subscriptions	44	14	30	264	100	164
EK Facilities and Services	7,583	7,604	(21)	45,494	45,794	(300)
EL Data Processing Services (Interagency)	5,189	5,089	100	31,134	31,142	(8)
EM Attorney General Services	421	291	130	2,526	291	2,235
EN Personnel Services	883	2,596	(1,713)	5,300	10,723	(5,423)
EP Insurance	119	120	(1)	1,811	3,085	(1,274)
ER Other Contractual Services	0	0	0	5,430	664	4,766
ES Vehicle Maintenance & Operating Cst	0	31	(31)	0	960	(960)
EW Archives & Records Management Svcs	0	0	0	194	194	0
EY Software Licenses and Maintenance	1,020	472	548	6,120	16,149	(10,029)
EZ Other Goods and Services	18	0	18	108	0	108
Travel	1,170	3,944	(2,774)	7,020	21,814	(14,794)

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
GA In-State Subsistence & Lodging	705	2,011	(1,306)	4,230	10,647	(6,417)
GC Private Automobile Mileage	120	0	120	720	2,547	(1,827)
GD Other Travel Expenses	45	12	33	270	180	90
GF Out-of-State Subsistence & Lodging	30	0	30	180	757	(577)
GG Out-of-State Air Transportation	15	0	15	90	231	(141)
GN Motor Pool Services	255	1,921	(1,666)	1,530	7,451	(5,921)
Capital Outlays	1,875	60	1,815	11,250	60	11,190
JA Noncapitalized Assets	1,875	60	1,815	11,250	60	11,190
Grants, Benefits & Client Services	0	0	0	0	238	(238)
NZ Other Grants and Benefits	0	0	0	0	238	(238)
Total Dollars	103,761	88,806	14,955	625,843	602,375	23,468

Fund 186 CAPA Operating

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	719,255	155,496	155,493	3	563,762
Employee Benefits	240,485	51,924	51,578	346	188,907
Travel	117,048	29,262	14,402	14,860	102,646
Capital Outlays	92,315	43,896	237	43,659	92,078
Grants, Benefits & Client Services	0	0	150	(150)	(150)
Goods and Services	371,897	92,990	65,883	27,107	306,014
Sum:	1,541,000	373,568	287,743	85,825	1,253,257

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	25,916	25,916	0	155,496	155,493	3
AA State Classified	25,916	25,916	0	155,496	155,493	3
Employee Benefits	8,654	8,594	60	51,924	51,578	346
BA Old Age and Survivors Insurance	1,607	1,559	48	9,642	9,365	277
BB Retirement and Pensions	3,291	3,291	(0)	19,746	19,748	(2)
BC Medical Aid & Industrial Insurance	139	138	1	834	828	6
BD Health, Life & Disability Insurance	3,241	3,241	(0)	19,446	19,447	(1)
BH Hospital Insurance (Medicare)	376	365	11	2,256	2,190	66
Goods and Services	17,747	4,384	13,363	92,990	65,883	27,107
EA Supplies and Materials	375	444	(69)	2,250	3,247	(997)
EB Communications/Telecommunications	736	637	99	4,416	3,738	678
EC Utilities	3,373	843	2,530	6,746	5,072	1,674
ED Rentals and Leases - Land & Buildings	7,349	0	7,349	44,094	36,745	7,349
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	158	120	38	948	744	204
EG Employee Prof Dev & Training	1,106	375	731	6,636	1,894	4,742
EH Rental & Leases - Furn & Equipment	144	144	0	864	1,149	(285)
EJ Subscriptions	181	54	127	1,086	242	844
EK Facilities and Services	0	(125)	125	0	(186)	186
EL Data Processing Services (Interagency)	0	0	0	0	0	(0)
EN Personnel Services	0	0	0	0	0	0
EP Insurance	0	0	0	0	0	(0)

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
ER Other Contractual Services	0	0	0	0	0	0
ES Vehicle Maintenance & Operating Cst	0	124	(124)	0	3,791	(3,791)
EW Archives & Records Management Svcs	0	0	0	0	0	0
EY Software Licenses and Maintenance	4,250	1,863	2,387	25,500	9,672	15,828
EZ Other Goods and Services	75	(95)	170	450	(225)	675
Travel	4,877	0	4,877	29,262	14,402	14,860
GA In-State Subsistence & Lodging	2,938	0	2,938	17,628	8,394	9,234
GC Private Automobile Mileage	500	0	500	3,000	3,570	(570)
GD Other Travel Expenses	188	0	188	1,128	253	875
GF Out-of-State Subsistence & Lodging	125	0	125	750	0	750
GG Out-of-State Air Transportation	63	0	63	378	0	378
GN Motor Pool Services	1,063	0	1,063	6,378	2,185	4,193
Capital Outlays	7,316	237	7,079	43,896	237	43,659
JA Noncapitalized Assets	7,316	237	7,079	43,896	237	43,659
Grants, Benefits & Client Services	0	0	0	0	150	(150)
NZ Other Grants and Benefits	0	0	0	0	150	(150)
Total Dollars	64,510	39,131	25,379	373,568	287,743	85,825

Fund 102 RATA Operating

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	733,599	173,766	188,903	(15,137)	544,696
Employee Benefits	239,506	56,502	61,237	(4,735)	178,269
Travel	7,920	1,980	4,626	(2,646)	3,294
Capital Outlays	11,219	5,586	19	5,567	11,200
Grants, Benefits & Client Services	0	0	12	(12)	(12)
Goods and Services	29,756	9,492	5,289	4,203	24,467
Sum:	1,022,000	247,326	260,085	(12,759)	761,915

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Salaries and Wages	28,961	31,484	(2,523)	173,766	188,903	(15,137)
AA State Classified	28,961	31,484	(2,523)	173,766	188,903	(15,137)
Employee Benefits	9,417	10,206	(789)	56,502	61,237	(4,735)
BA Old Age and Survivors Insurance	1,796	1,911	(115)	10,776	11,463	(687)
BB Retirement and Pensions	3,678	3,998	(320)	22,068	23,991	(1,923)
BC Medical Aid & Industrial Insurance	145	153	(8)	870	916	(46)
BD Health, Life & Disability Insurance	3,378	3,698	(320)	20,268	22,186	(1,918)
BH Hospital Insurance (Medicare)	420	447	(27)	2,520	2,681	(161)
Goods and Services	1,762	358	1,404	9,492	5,289	4,203
EA Supplies and Materials	30	36	(6)	180	260	(80)
EB Communications/Telecommunications	59	51	8	354	299	55
EC Utilities	270	67	203	540	406	134
ED Rentals and Leases - Land & Buildings	588	0	588	3,528	2,940	588
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	13	10	3	78	59	19
EG Employee Prof Dev & Training	89	30	59	534	152	383

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
EH Rental & Leases - Furn & Equipment	12	11	1	72	92	(20)
EJ Subscriptions	15	4	11	90	19	71
EK Facilities and Services	0	(10)	10	0	(15)	15
EL Data Processing Services (Interagency)	0	0	0	0	0	(0)
EN Personnel Services	0	0	0	0	0	0
EP Insurance	0	0	0	0	0	(0)
ER Other Contractual Services	0	0	0	0	0	0
ES Vehicle Maintenance & Operating Cst	0	10	(10)	0	303	(303)
EW Archives & Records Management Svcs	0	0	0	0	0	0
EY Software Licenses and Maintenance	680	149	531	4,080	774	3,306
EZ Other Goods and Services	6	0	6	36	0	36
Travel	330	225	105	1,980	4,626	(2,646)
GA In-State Subsistence & Lodging	235	154	81	1,410	3,655	(2,245)
GC Private Automobile Mileage	40	0	40	240	672	(432)
GD Other Travel Expenses	15	71	(56)	90	123	(33)
GF Out-of-State Subsistence & Lodging	10	0	10	60	0	60
GG Out-of-State Air Transportation	30	0	30	180	0	180
GN Motor Pool Services	0	0	0	0	175	(175)
Capital Outlays	931	19	912	5,586	19	5,567
JA Noncapitalized Assets	931	19	912	5,586	19	5,567
Grants, Benefits & Client Services	0	0	0	0	12	(12)
NZ Other Grants and Benefits	0	0	0	0	12	(12)
Total Dollars	41,401	42,292	(891)	247,326	260,085	(12,759)

Fund 186 CAPA Capital Grants

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	35,434,000	9,345,500	9,345,500	(0)	26,088,500
Sum:	35,434,000	9,345,500	9,345,500	(0)	26,088,500

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Grants, Benefits & Client Services	1,100,000	1,100,000	0	9,345,500	9,345,500	(0)
NZ Other Grants and Benefits	1,100,000	1,100,000	0	9,345,500	9,345,500	(0)
Total Dollars	1,100,000	1,100,000	0	9,345,500	9,345,500	(0)

Fund 102 RATA Capital Grants

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Travel	0	0	0	0	0
Grants, Benefits & Client Services	58,186,000	20,761,000	14,658,232	6,102,768	43,527,768
Sum:	58,186,000	20,761,000	14,658,232	6,102,768	43,527,768

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Travel	0	0	0	0	0	0
GA In-State Subsistence & Lodging	0	0	0	0	0	0

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	2,305,500	5,260,493	(2,954,993)	20,761,000	14,658,232	6,102,768
NZ Other Grants and Benefits	2,305,500	5,260,493	(2,954,993)	20,761,000	14,658,232	6,102,768
Total Dollars	2,305,500	5,260,493	(2,954,993)	20,761,000	14,658,232	6,102,768

Fund 108 MVF Capital Grants

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Grants, Benefits & Client Services	706,000	353,000	352,900	100	353,100
Sum:	706,000	353,000	352,900	100	353,100

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	0	0	0	353,000	352,900	100
NZ Other Grants and Benefits	0	0	0	353,000	352,900	100
Total Dollars	0	0	0	353,000	352,900	100



Skagit County Board of Commissioners

Ron Wesen, First District
Kenneth A. Dahlstedt, Second District
Lisa Janicki, Third District

January 23, 2018

Mr. John Koster
Executive Director
County Road Administration Board
2404 Chandler CT SW – Suite 240
Olympia, WA 98502-0913

Re: County Ferry Capital Improvement Program Application

Dear Director Koster:

Although our County Ferry Capital Improvement Program application outlines five alternative propulsion systems for the Guemes Island Ferry Replacement Project, the Board of Skagit County Commissioners' vision is to construct an all-electric ferry. For clarification purposes, the geared diesel option is included as a baseline, and the other three options for evaluation, to satisfy the due diligence aspect of the design by comparing alternate propulsion systems against the current vessel's propulsion system. Skagit County does not intend to build a geared diesel vessel. Therefore, we are requesting that the all-electric propulsion system be evaluated as our project.

We believe we make a compelling case to be an affordable pilot project for the investigation of all-electric ferries in Puget Sound. The electrical power demands of the Skagit County project are within the capabilities of emerging automatically connecting ship/shore battery charging system technologies. The electrical power infrastructure for the Skagit County project only requires modifications to a single terminal at a cost of about \$8,000,000. The Skagit County ferry will be a purpose designed, all new ferry. This ensures the ferry will be optimally designed from the keel up to be electric. Therefore, no expensive modifications to an older existing ferry to remove engines and try to adapt to battery/electric propulsion will be required.

Thank you for your consideration of our project application. Our plan is to launch a new vessel by 2020 with your support.

Sincerely,

**BOARD OF COUNTY COMMISSIONERS
SKAGIT COUNTY, WASHINGTON**


Kenneth A. Dahlstedt, Chair


Lisa Janicki, Commissioner

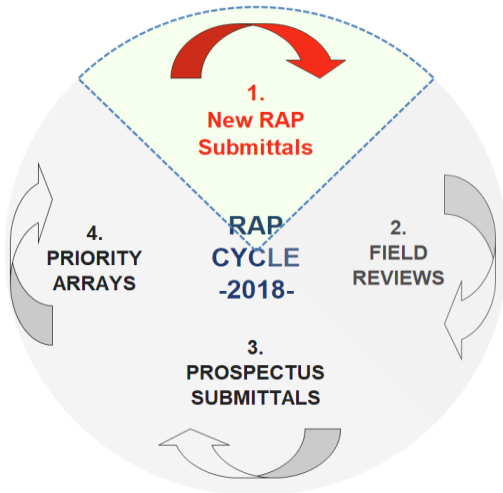

Ron Wesen, Commissioner

COUNTY FERRY CAPITAL IMPROVEMENT FUND PRO FORMA PAYOUT SCHEDULE 2017 - 2042

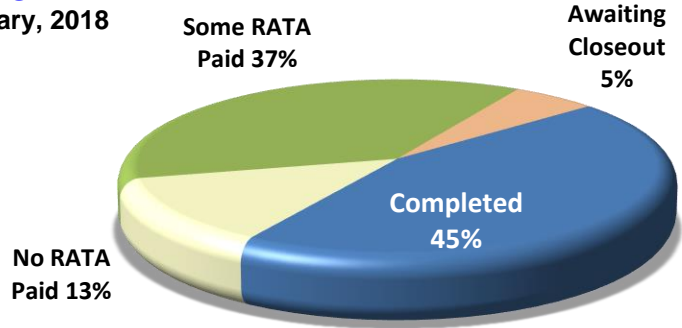
DATE	PIERCE	SKAGIT	WHATCOM	GRAND TOTALS	
	M/V Steilacoom II	M/V Guemes	M/V Whatcom Chief II		
2017	\$352,900	\$0	\$0	\$352,900	2017
2018	\$352,900	\$0	\$0	\$352,900	2018
2019	\$352,900	\$500,000	\$0	\$852,900	2019
2020	\$352,900	\$500,000	\$0	\$852,900	2020
2021	\$352,900	\$500,000	\$0	\$852,900	2021
2022	\$352,900	\$500,000	\$0	\$852,900	2022
2023	\$352,900	\$500,000	\$500,000	\$1,352,900	2023
2024	\$352,900	\$500,000	\$500,000	\$1,352,900	2024
2025	\$352,900	\$500,000	\$500,000	\$1,352,900	2025
2026	\$352,900	\$500,000	\$500,000	\$1,352,900	2026
2027		\$500,000	\$500,000	\$1,000,000	2027
2028		\$500,000	\$500,000	\$1,000,000	2028
2029		\$500,000	\$500,000	\$1,000,000	2029
2030		\$500,000	\$500,000	\$1,000,000	2030
2031		\$500,000	\$500,000	\$1,000,000	2031
2032		\$500,000	\$500,000	\$1,000,000	2032
2033		\$500,000	\$500,000	\$1,000,000	2033
2034		\$500,000	\$500,000	\$1,000,000	2034
2035		\$500,000	\$500,000	\$1,000,000	2035
2036		\$500,000	\$500,000	\$1,000,000	2036
2037		\$500,000	\$500,000	\$1,000,000	2037
2038		\$500,000	\$500,000	\$1,000,000	2038
2039			\$500,000	\$500,000	2039
2040			\$500,000	\$500,000	2040
2041			\$500,000	\$500,000	2041
2042			\$500,000	\$500,000	2042
COSTS	\$7,058,000	\$10,000,000	\$10,000,000	\$27,058,000	

Annual MVFT Loss to CFCIP Funding			
COUNTY	%	Current CFCIP	Proposed CFCIP
Adams	2.9007%	\$ 10,237	\$ 24,740
Asotin	1.1326%	\$ 3,997	\$ 9,660
Benton	2.2625%	\$ 7,984	\$ 19,297
Chelan	1.5476%	\$ 5,461	\$ 13,199
Clallam	1.4278%	\$ 5,039	\$ 12,178
Clark	4.4462%	\$ 15,691	\$ 37,922
Columbia	1.0133%	\$ 3,576	\$ 8,642
Cowlitz	1.5825%	\$ 5,585	\$ 13,497
Douglas	2.5983%	\$ 9,169	\$ 22,161
Ferry	1.2219%	\$ 4,312	\$ 10,422
Franklin	1.9746%	\$ 6,968	\$ 16,841
Garfield	0.9023%	\$ 3,184	\$ 7,696
Grant	4.4814%	\$ 15,815	\$ 38,222
Grays Harbor	1.6332%	\$ 5,764	\$ 13,930
Island	1.5814%	\$ 5,581	\$ 13,488
Jefferson	0.9802%	\$ 3,459	\$ 8,360
King	8.0916%	\$ 28,555	\$ 69,013
Kitsap	3.5718%	\$ 12,605	\$ 30,464
Kittitas	1.4147%	\$ 4,992	\$ 12,066
Klickitat	1.8606%	\$ 6,566	\$ 15,869
Lewis	2.2900%	\$ 8,081	\$ 19,531
Lincoln	2.9778%	\$ 10,509	\$ 25,398
Mason	1.6083%	\$ 5,676	\$ 13,717
Okanogan	2.3170%	\$ 8,177	\$ 19,762
Pacific	0.9284%	\$ 3,276	\$ 7,918
Pend Oreille	1.1267%	\$ 3,976	\$ 9,610
Pierce	7.5004%	\$ 26,469	\$ 63,971
San Juan	0.6054%	\$ 2,136	\$ 5,163
Skagit	2.2587%	\$ 7,971	\$ 19,264
Skamania	0.6049%	\$ 2,135	\$ 5,159
Snohomish	6.3218%	\$ 22,310	\$ 53,919
Spokane	6.0917%	\$ 21,498	\$ 51,956
Stevens	2.6040%	\$ 9,190	\$ 22,210
Thurston	3.5529%	\$ 12,538	\$ 30,303
Wahkiakum	0.5986%	\$ 2,112	\$ 5,105
Walla Walla	2.0269%	\$ 7,153	\$ 17,287
Whatcom	2.8426%	\$ 10,032	\$ 24,245
Whitman	2.9627%	\$ 10,455	\$ 25,269
Yakima	4.1560%	\$ 14,667	\$ 35,447
TOTAL		\$ 352,900	\$ 852,900

RURAL ARTERIAL PROGRAM February, 2018



Projects Funded 2007 - 2017



PROJECT STATUS:

Billing Phase	'83-'07	'07-'09	'09-'13	'13-'15	'15-'17	Current Biennium '17-'19	TOTAL
Completed	957	39	32	21	3		1052
Awaiting Closeout	1	2	2	5	3		13
Some RATA paid	1	3	8	23	34	10	79
No RATA Paid				1	4	22	27
TOTAL	959	44	42	50	44	32	1171

FUND STATUS:

Anticipated Revenue to end of '17 - '19 Biennium:

Fuel tax receipts and interest through June, 2017	562,159,348
Estimated fuel tax receipts, interest and CW Transfers July 2017 thru June 2019	44,862,800
Total estimated revenue	607,022,148

RAP Expenditures to date:

To Completed Projects	506,499,558
To Projects in Design or Under Construction	38,672,960
Administration	11,128,806
Total RATA spent	556,301,323

RAP Obligations:

RATA Balance on Active Projects	109,885,087
RATA \$ yet to allocate to Partially funded projects -	13,414,208
Requests for reimbursement - pending	701,492
Estimated remaining administration through 2017- 2019 biennium	723,911
Total RATA obligated	124,724,698

QTR 4 - 2017 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
October	\$19,142,921.06	\$2,461,551.06	\$12,211.18	(1,510,993.44)	24	(42,379.46)	\$20,063,334.40
November	\$20,063,334.40	\$1,649,023.59	\$16,438.34	(1,714,583.69)	25	(44,101.63)	\$19,970,136.01
December	\$19,970,136.01	\$1,664,397.11	\$46,895.21	(5,260,493.25)	40	(42,292.03)	\$16,378,683.05
TOTALS:		\$5,774,971.76	\$75,544.73	(8,486,070.38)	89	(128,773.12)	

County Road Administration Board – February 1, 2018
Regional RAP meetings update

Regional meetings were held in November and December 2017

Summary of items discussed:

- Rating criteria.
- RAP and CAPP revenue and project funding forecast for the 2019 -2021 biennium.
- Federal Lands Access Program (FHWA). *Many counties will be requesting this funding.*
- RAP Online Training – Prospectus submittals

- Linking RAP reimbursement schedule to certified project progress.

PE and Right of Way \$ would be available immediately, spread over a two year period. CN \$ would be scheduled beginning 5 years after CRABoard funding.

Project Status:

50% design and no R/W or permits:
50% design with R/W and Permits
90% design and no R/W or permits:
90% design with R/W and Permits
PS&E complete (send CRAB PS&E cover sheet)

Reimbursement Schedule:

CN\$ set to 4 years out
CN\$ set to 3 years out
CN\$ set to 2 years out
CN\$ set to 1 year out
CN\$ set to 6 months out

Adjustments to the reimbursement schedule (to retain the RATA balance or based on discussions with the county) can be made by CRAB's Program Manager at any time.

Staff notified the counties that the call for projects will happen after January 1, 2018. Changes to some rating criteria and RAP Online are pending. Since \$4,844,000 in Connecting Washington funds were approved by legislature this biennium, the continuation of this funding raises the estimated statewide RATA revenue to \$45,000,000.

NE Region – November 1:

The engineers expressed concern that linking RATA reimbursements to follow progress certifications may force delays to projects that are much closer to construction than the certification would indicate. **CRABstaff emphasized that the real issue isn't many projects needing money sooner than available funds, but rather; many slow projects are holding funds up for years, while others that are truly ready must wait.** The county engineers were assured that making progress will in fact advance their projects quickly. The region is satisfied with the rating criteria for the upcoming call.

SE Region – November 2:

- The region reviewed rating criteria and are satisfied with the process going into the 2019 – 2021 call for projects. Engineers expressed that the reimbursement schedule based on right of way and permitting status should be more of a guideline for discussion between CRAB and the county. Staff assured them that these discussions will take place even with the automatic scheduling.

SW Region – November 30:

- Structural rating criteria will now be based on surface condition rating using VisRate, and performed by CRABstaff. The previous deflection type testing was only being used by one or two counties the last couple biennia. This change provides a level ‘playing field’ of structural scores for new submittals.
- Though the new scheduling process may push RATA payments for a slow project out, meeting design and construction milestones (2 and 6 years respectively) remains the responsibility of the county.

NW Region – December 14:

- The NW Region continues to use deflection testing for structural rating of RAP roads. All seven counties use an inter-local agreement with Whatcom County in order to use Whatcom’s road rater to obtain the needed data.

•

PS Region – December 19:

- The PS region 3R rating method was revised so that the recommended design standard speed for 3R projects is reduced from 60 mph to 50 mph. This is the only region that applies an intersection type rating method when applicable.

Codes for project types:

2R – Paving projects

3R – Rehabilitation Project, improving road to safety standards

RC – Reconstruction Project. Significant realignment of the existing road

DR – Culvert replacement project

FA – Federally funded bridge replacement project

SA – Locally funded bridge replacement project

**RESOLUTION 2018-001
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 2017 - 2019 biennium at its meeting of August 10, 2017; and

WHEREAS RCW 36.79.050 states that the apportionment percentages shall be used once each calendar quarter by the board 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 \$5,538,280 deposited to the RATA in November and December 2017 and January, 2018 be apportioned to the regions by their 2017 - 2019 biennium regional percentages after setting aside \$128,978 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2017 - 2019)</u>	<u>PRIOR PROGRAM (1983 - 2017)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		128,978	256,607	11,960,315	12,216,922
NORTHEAST	43.77%	2,367,651	4,925,190	235,574,412	240,499,601
NORTHWEST	10.90%	589,614	1,226,515	62,772,775	63,999,291
PUGET SOUND	6.81%	368,373	766,291	39,670,355	40,436,645
SOUTHEAST	23.63%	1,278,218	2,658,950	129,797,655	132,456,605
SOUTHWEST	<u>14.89%</u>	<u>805,445</u>	<u>1,675,487</u>	<u>82,383,836</u>	<u>84,059,323</u>
TOTAL	100.00%	5,538,280	11,509,039	562,159,348	573,668,387

Adopted by the CRABoard on February 1, 2018

Chair's Signature

ATTEST

County Road Administration Board – February 1, 2018

Project Actions Taken by CRAB Staff

Chelan County's Eagle Creek Road - RAP Project 0415-01 – change in roadside hazard mitigation:

Chelan County submitted a scope change request form on December 14, 2017, requesting a change in types and numbers of roadside hazard mitigations from what was claimed in the final prospectus for their Eagle Creek Road project. Because the county found it had less right of way available on the project than originally thought, it could remove only 3 of the original 20 roadside obstructions, and 9 of the original 10 mailboxes. An additional culvert end treatment was added to the work however. There was no change in total score and the project remained focused on resurfacing. CRABstaff approved this change and forwarded the appropriate contract amendment to the county. The amendment was signed by the county on January 16, 2018 and signed by the CRAB director on January 23, 2018.

Other pending project requests:

Jefferson County:

Jefferson County is in process of submitting a request for emergency funding of their Upper Hoh River Road, which washed out in November, 2017. The new location is adjacent to a previous slide funded by the CRABoard in July, 2006. **This request may be offered by the county for consideration at the April CRABoard meeting.**

Spokane County:

Per phone conversation, Spokane County is considering using materials that could be excavated from its Bigelow Gulch Road - RAP project 3298-01, on Bigelow Gulch Road 4 - RAP project 3207-01. Project 3207-01 is beginning construction. The county asked CRAB staff if this would be acceptable. CRABstaff noted it is not in CRAB's purview to approve the construction method, but requested the county submit the plan in writing. Staff could not assure the county that payment for extracted materials from 3298-01 would be paid for until 2021, in keeping with the projects' construction reimbursement schedule. No further communication has occurred. **This would not require official action from CRAB, but documentation would be obtained for project files.**

ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION

ALMOTA ROAD 4, MP 7.96 - 11.56
WHITMAN COUNTY RAP PROJECT 3810-01

I. Nature of Request:

Whitman County has requested, per the county engineer's January 16, 2018 letter, an additional construction time extension for the RAP funded Almota Road 4 project. The project faces lapsing on March 16, 2018, after the county has already received a 2 year construction time extension. Over the last couple years, the county has encountered extensive right of way negotiations, complications in re-design and increased costs for Almota Road 4.

CRAB's WAC allows that "The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary." The county therefore requests the CRABoard take additional action to extend the lapsing date to December 31, 2018

II. Background:

Almota Road 4 was submitted for funding on September 1, 2008, requesting \$2,500,000 in RATA funding. The CRABoard allocated an initial \$866,000 to the project on March 16, 2010 and full funding on April 18, 2013. The project proposes to widen Almota Road 4 from 24 feet to 28 feet, correct horizontal and vertical alignment deficiencies, mitigate roadside hazards, and resurface. To date, the county has incurred \$184,000 in project costs and received \$165,380.93 in RATA reimbursements.

III. Project development:

The original construction lapsing date for Almota Road 4 was March 10, 2016, six years after CRABoard approval of funding. The county, per letter dated October 15, 2015, requested the project terminus be revised from 8.39 to 7.96, in order to improve the vertical curve at that location. The county also requested a time extension of two years to accomplish the additional associated design. These requests were granted by CRAB via letters dated October 26, 2015 and March 9, 2016, setting the new lapsing date to March 16, 2018.

In the two years following the extension, with the additional design required for flattening the vertical curve, the county has found right of way acquisition extremely difficult. The property owners are requesting a great deal of fill on their properties to be able to continue farming the land adjacent to the road. This has required the design of many of the taller steep slopes to be graded to 3:1 or flatter. The complications to the overall grading plan, including transitions and acquisition zones, and associated costs, have increased greatly. Per the request letter, Whitman county commissioners have no desire to follow the path of Eminent Domain" procedures.

Although the cost of the project has grown immensely, the county has recently gained verbal approval of the proposed design from the property owners. The county is now pursuing the final design and right of way plans. The county believes it will be in a position to advertise and award

the project in summer or early fall of 2018, and therefore requests the lapsing date be extended to December 31, 2018.

The improvements to Almota Road Phase 4 will be constructed to match the previous Almota projects, Phases 1 and 2, and the future project, Phase 3. Whitman County Public Works, and the Board of County Commissioners find that the project is still necessary, is in the best interest of the citizens of the county and fulfills continued improvement on this important local and regional transportation route.

Timeline Summary:

<u>Action:</u>	<u>Date:</u>	<u>Engineer:</u>
• Initial Funding:	March 16, 2010	Mark Storey
• Full Funding	April 18, 2013	“
• Project scope increase	October 26, 2015	“
• 1 st extension to March 16, 2018	March 9, 2016	“
• Request additional extension	January 16, 2018	“

IV. Pertinent WAC language:

WAC 136-167-040:

“...(3) If an approved project does not meet a required project development milestone, the county road administration board will, at its next regular meeting, withdraw RATA funds from the project.

(4) At any time up to ten days before such meeting, the county may, in writing, request an extension of the lapse date. The county road administration board may grant such an extension if it finds that the delay in project development was for reasons that were both unanticipated and beyond the control of the county, and subject to the following:

(a) A project extension will be granted one time only and will be no more than two years in length; and

(b) The county can demonstrate that the project was actively pursued for completion within the original CRAB/county contract terms and can be completed within a two year extension; and

(c) The request for an extension is based on unforeseeable circumstances that the county could not have anticipated at the time the project was submitted for RATA funding; and

(d) An approved time extension will not be grounds for the county to request an increase in the RATA funding of the project; and

(e) The executive director will determine a new lapse date, and all of the requirements listed above under subsections (1) and (2) of this section will apply except that further extensions will not be granted.

(5) The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary. If such a determination is made, the CRABoard may grant an additional extension and set the duration thereof.”

V. Staff Analysis and Recommendation:

The CRABoard must decide either to withdraw the Almota Road 4 project from RATA funding (if construction does not commence by March 16, 2018), requiring the county to reimburse \$165,380.93 in RATA funds paid, or to grant an additional time extension for the project.

Staff finds:

- The county has diligently pursued the project, using \$7,500 in county funds to accomplish design of the project.
- The proposed improvements will address structural deficiencies caused by heavy farm to market haul traffic, improve horizontal alignment and steep grades and eliminate roadside hazards.
- The county has submitted the request for an additional time extension in a timely manner, well in advance of actual project lapsing.
- An extension would support CRAB's commitment to public safety, health and general welfare.

Staff recommends an additional extension to December 31, 2018, per WAC 136-167-040, which will allow the county to pursue construction of needed improvements to Almota Road 4.

WHITMAN COUNTY
Department of Public Works

Mailing Address:
P.O. Box 430
Colfax, WA 99111-0430

Administration/Engineering
Road Maintenance
Equipment Rental & Revolving
Solid Waste Division
Planning Division
Building & Development

PHONE: (509) 397-6206
Fax: (509) 397-6210

N. 310 Main
2nd Floor Public Service Bldg.
Colfax, WA 99111

January 16, 2018

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

RE: Almota Road Phase IV – Time Extension Request

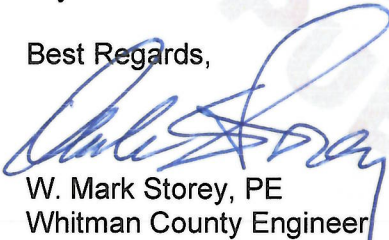
Dear Mr. Koster:

Whitman County Public Works respectfully requests an extension to the construction schedule (specifically the “lapsing” date) for the Almota Road Phase IV project, which, unless extended, will lapse in March of 2018. Although we had high hopes to have the project ready for advertisement and award for construction by now, we have run into numerous delays in the design and right-of-way acquisition process.


Whitman County has diligently and persistently pursued the project. We have had some significant right of way needs in an area of the project that has significant technical challenges. We have had to go through multiple design iterations to attempt to meet both the design guidelines and property owner’s requests/expectations. To complicate matters, though I agree with it, the Board of County Commissioners have no desire to follow a path of “Eminent Domain”. We believe that at about the turn of the year we got our final “verbal” approval of our design concept with the main property owner. I am reasonably confident that we will be successful in completing the plans now, and proceeding to advertising and award by this fall.

I have included some of the pertinent information and some photos to help you and the CRABoard in your discussions and decision process. Please let me know if you need additional information.

Best Regards,



W. Mark Storey, PE
Whitman County Engineer



Dean Cornelison, PE
Assistant County Engineer

C: Whitman County BOCC
Walter Olson, Deputy Director CRAB

Whitman County RAP Project 3810-01

Almota Road, Phase IV – Construction Lapsing

Mile Post 7.96 -11.56

Partial Timeline

Following are some of the pertinent timeline details affecting the delivery of the Almota Road Phase IV, indicating that Whitman County has diligently pursued the design and construction of the project.

- August 25th, 2008 Whitman County BOCC approves prospectus for Almota Road Phase IV
- April 16th, 2010, CRAB approves RAP Project Agreement to partially fund (\$886,000 of \$2,500,000 requested) the Almota Road Phase IV Project, MP08.39 to MP11.56.
- September 22, 2010, Whitman County completes Federal Aid Prospectus for Almota Road Phase IV funding. Federal funding approved by WSDOT November 4, 2010.
- May 9, 2013, CRAB approves an amendment to the RAP Project Agreement to complete funding to the original requested amount of \$2,500,000.
- January 4, 2016 CRAB approves a revised beginning point for project because of right of way property owner issues and physical limitations of project transitions (complicated vertical curve).
- March 9, 2016 CRAB approves Whitman County's request to extend the construction lapsing date to March 16, 2018.
- January 2018 Whitman County Engineer requests that John Koster and the CRABoard, at its discretion, grant a second extension of the "lapsing" date, per the details contained herein.

Request

Whitman County requests an additional extension of the funding to reconstruct the Almota Road, Phase IV project. According to the current contract, the project is set to expire on March 16, 2018. According to the current contract, Whitman County is supposed to be out to advertisement by March 16, 2018, which is not feasible at this time.

The conditions that have led to this request were not reasonable foreseeable. The original concept for the project, with a northern terminus at MP 8.39, did not satisfy some of the guidelines, and concurrently meet stability and right of way requirements. In September 2015, the county requested a change in the beginning point of the project to MP 7.96. The reasoning at that time included the following:

Whitman County simply did not anticipate the need to reduce grade at the beginning milepost of the project. In fact, we were trying to avoid the "over complication" of the design due to the geometry of adjoining roads, adjoining property owners, and slope stability issues on adjacent ground. As design activities progressed, it became evident that we could not complete the design as envisioned, and decided to seek a change in the beginning milepost to accommodate the design.

With the change in the beginning point, and the resulting flattening in the vertical curve, right of way acquisition has become extremely difficult. The property owners, all of whom know each other, are requesting a great deal of fill on their properties to be able to continue farming the land adjacent to the road. This has resulted in the flattening of many of the taller slopes to 3:1 (H:V) or shallower, to accommodate the property owners requests. The complications to the overall grading plan, including transitions and acquisition zones, and associated costs, became very difficult.

The design staff have been through many iterations of the grading plans, and have spent a great deal of time meeting with the property owners. Although the project cost of the project has skyrocketed, we have, in the last few weeks, gotten verbal approval of the property owners. We are in the process of revising the plans to complete the final design and right of way plans. We believe Whitman County will be in a position to advertise and award the project in summer or early fall of this year.

Proposed Improvements

The original project prospectus indicated that the following improvements would be constructed:

The shoulders will be widened and the road will be resurfaced. Sight distance will be improved on horizontal and vertical curves. The roadway will be widened from 24 feet to 28 feet and the roadside will be clear of safety hazards.

The improvements would be constructed in a way to match the previous Almota projects, Almota, Phases I and II, and the future project, Almota Phase III. It is the belief by Whitman County Public Works, and the Board of County Commissioners, that the project is still necessary, and in the best interest of the citizens of the county. The road and route have only become more important to the local and regional transportation system with time.

Washington Administrative Code

The Rural Arterial Program (RAP) is governed by WAC 136, and specifically, WAC 136-167-040 when it comes to project lapsing. Specifically, the following pertains to the request by Whitman County.

(4) At any time up to ten days before such meeting, the county may, in writing, request an extension of the lapse date. The county road administration board may grant such an extension if it finds that the delay in project development was for reasons that were both unanticipated and beyond the control of the county, and subject to the following:

- (a) A project extension will be granted one time only and will be no more than two years in length; and*
- (b) The county can demonstrate that the project was actively pursued for completion within the original CRAB/county contract terms and can be completed within a two year extension; and*
- (c) The request for an extension is based on unforeseeable circumstances that the county could not have anticipated at the time the project was submitted for RATA funding; and*
- (d) An approved time extension will not be grounds for the county to request an increase in the RATA funding of the project; and*

(e) The executive director will determine a new lapse date, and all of the requirements listed above under subsections (1) and (2) of this section will apply except that further extensions will not be granted.

(5) The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary. If such a determination is made, the CRABoard may grant an additional extension and set the duration thereof.

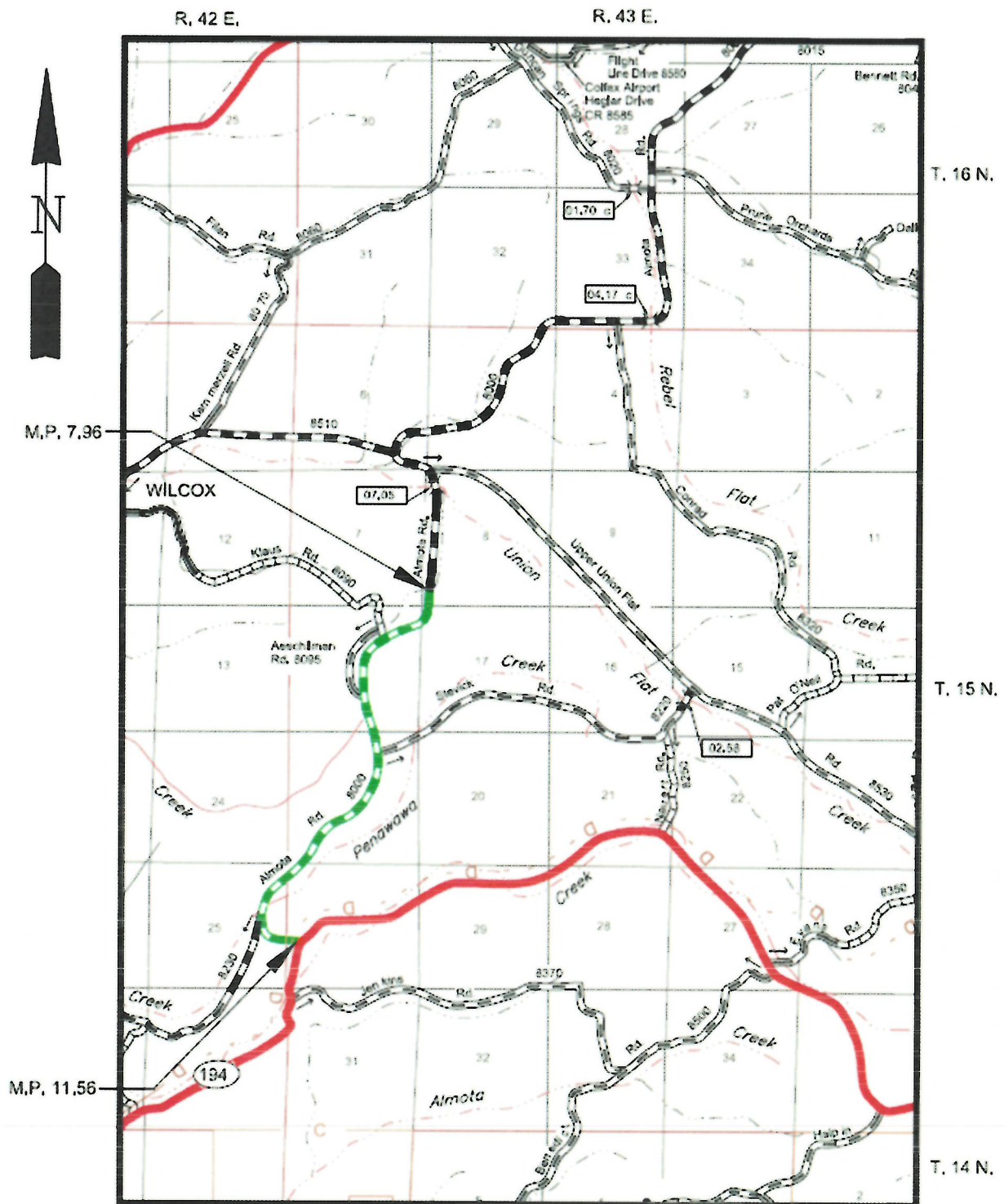
It is clearly within the power of the CRABoard to grant an additional extension if it is “...**for the public safety, health or general welfare**”. This is a very broad definition, and in this case can easily be connected or affiliated with the improvements intended for the Almota Road.

Summary

Whitman County is requesting an additional extension of the Almota Road, Phase IV Improvement Project. Pertinent details include:

- The county has diligently pursued multiple iterations of design and property owner right of way acquisition meetings.
- The project is clearly needed and will improve safety through vertical and horizontal curve mitigation, and intersection safety.
- The project will improve slope instability in multiple locations.
- The project will greatly improve the ability to convey freight year round.
- The County has submitted its request well in advance of lapsing, allowing the CRABoard the opportunity to provide an extension without the threat of actual lapsing.
- The requested extension will allow Whitman County to proceed to construction without the threat of dropping the project completely.

The request is similar to other project requests that have been granted by the CRABoard. It is consistent with good policy, and advances both local and Washington State transportation objectives. Whitman County has a consistent record of advancing its projects to completion, and intends to advance this project as quickly to construction as possible.



Alмотa Road Phase 4

Select Photos:

Approx. MP8.1 looking south.



Approx. MP8.2 looking north.



Approx. MP8.3 looking south.



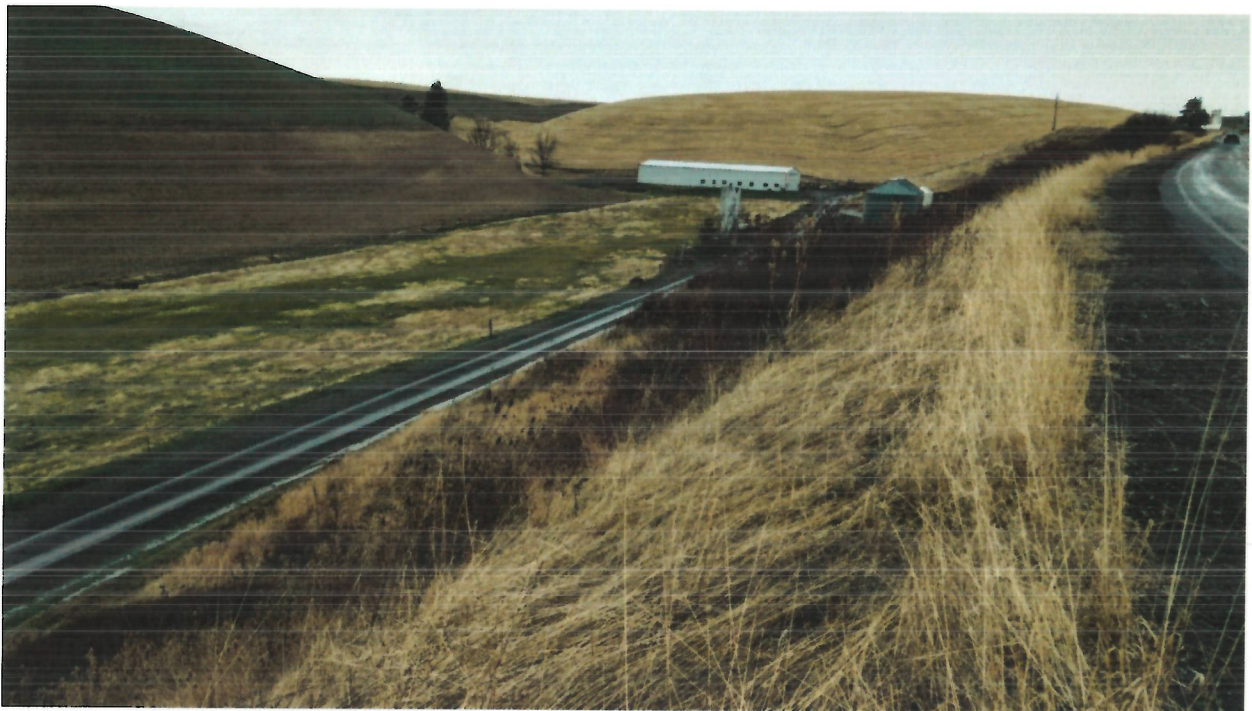
Approx. MP8.5 looking north.



Klaus Road/Aeschliman Road/Almota Road/Private Drive Intersection.



Aeschliman Road and grain bins below Almota Road.



COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – February 1–2, 2018

Reporting Period: November 2017 thru January 2018

STANDARDS OF GOOD PRACTICE

Vacancy in Position of County Engineer:

Mason County – The County informed the CRABoard of the appointment of John Huestis, PE as County Engineer on December 13, 2017 in reasonable compliance with WAC 136-12.

County Audits – For Fiscal Year 2016

Since the last CRABoard meeting there have been no new county audit Findings regarding compliance issues.

December 31, 2017 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.

This was the start of the second round of reporting to CRAB by the counties through the online reporting tool C.A.R.S. We implemented a number of user requested and staff requested improvements to the functioning of the forms, and they were well received. Thank you to Eric Hagenlock, Kathy O'Shea, and Jim Oyler for their hard work on this.

All the above forms and reports required to be submitted to CRAB by December 31, 2017 in order to maintain the Standards of Good Practice have been submitted on time by all of the 39 counties.

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 2017, 37 of 39 counties were compliant as required with the two remaining counties, Ferry and Benton, being very close to compliance and considered to be in reasonable compliance. The issue for these two counties relates to how the WSDOT program reacts to a "not my jurisdiction" response from the county.

Traffic Law Enforcement Expenditures

Thurston County – On November 3, 2017, CRAB staff met with Thurston County representatives to review the County's actions regarding traffic law enforcement expenditures, post AGO, regarding such expenditures specific to RAP eligibility. The county's actions to become compliant, post AGO, were not satisfactory to staff so a

recommendation was made to the Chair to call a special CRABoard meeting for the full Board to review Thurston County's status. That meeting was held on November 16, wherein the Board determined Thurston County shall show commitment to full compliance with RCW 36.79.140 for 2018 and submit definitive proof by January 1, 2018 or risk withdrawal of two actively funded RAP projects.

Thurston County did, before the deadline, transmit to CRAB staff, Budget information and Resolutions intended to show proof of commitment to become fully compliant by January 1, 2018. On January 3 CRAB staff meet with Thurston County representatives to review and ask questions regarding the materials submitted and request written clarifications and follow-on documents. On January 11, Thurston County did submit the requested supplementary information, which, when added to the previously supplied documents, does satisfy staff that Thurston County has presented sufficient and definitive proof of their commitment to comply with 36.79.140 in 2018.

County Inquiries

Thurston County – See above.

Lewis County

In early October 2017 the newly appointed County Engineer discovered some inconsistencies in the County's internal process for accomplishing *Diversion* of road levy for traffic law enforcement and reported his findings to CRAB. On October 25th I visited Lewis County to meet with PW and other county officials to discuss what was discovered and how to address the issues.

The County was doing the following:

Collecting the road levy and depositing all of it in the Road Fund.

Only showing revenue to the Road Fund in an amount minus the anticipated '*Diversion*'. The Road Fund budget did not reflect total revenue nor the *transfer* of the funds for TLE.

Quarterly, *transferring* 25% of the '*Diversion*' amount from the Road Fund to a specific and identifiable account in the Current Expense Fund designated to receive *diverted* road levy.

The County Engineer was signing an acknowledgement of the *transfer*.

Expending the *transferred* road levy for traffic law enforcement.

Certifying annually to CRAB the County was doing a statutory *Diversion* per RCW 36.33.220 on both the Road Levy Certification and the Certification for Traffic Law Enforcement Expenditures.

In essence, the County was utilizing a process that was a hybrid of statutory *Diversion* and *Operating Transfer*, and NOT meeting the statutory and compliance requirements of either process. Research determined that this had been going on since 1998 when a new financial system, Ascend, was implemented in the Treasurer's Office. This system was unable to

handle the statutory requirements of *Diversion, intercept a designated amount of collected road levy and divert it to Current Expense **before** being deposited in the Road Fund.*

The County agreed and committed to immediately pursue mitigating for the past practice, choose a legal method, retroactively implement that method for 2017 and correct all processes and documentation, and implement a legal method for 2018 and beyond. The County has chosen to use the *Operating Transfer* method, and has corrected and mitigated to staff's satisfaction.

Per the SAO's recommendation, I hereby certify that I have reviewed all of the above compliance reporting with the Deputy Director.

OTHER ACTIVITIES OF THE C&DA MANAGER

- WSAC Bridge Bundling TAC
- WSAC/WSACE County Leaders conference – SeaTac, WA.
- County Engineers Training Dec 5-7, trainer.
- Feature article on County Bridges in the CRABoard Annual Report
- CLCF notice to counties
- Review of all required December 31, 2016 report submittals in the new C.A.R.S system
- Consult with Mason County PW and Sheriff's Office on TLE eligible expenses
- Informal County Compliance Visit – Skamania County
- ER&R Rate Survey for the Counties
- Working with Jeff Monsen and WCRP on county road maintenance claims



**Washington State
Department of Transportation**

Transportation Building
310 Maple Park Avenue S.E.
P.O. Box 47300
Olympia, WA 98504-7300
360-705-7000
TTY: 1-800-833-6388
www.wsdot.wa.gov

December 4, 2017

Mr. John Koster
Executive Director
County Road Administration Board
PO Box 40913
Olympia, WA 98504

Re: WSBIS Data for Annual Bridge Report

Dear Mr. Weber:

This letter is in response to an e-mail request from Toni Cox for information on deficient county owned bridges. Our Bridge Engineer has compiled the data in the attached table.

If you have any questions, please call Roman Peralta, Local Programs Bridge Engineer, at (360) 705-7870, or by e-mail at peraltr@wsdot.wa.gov.

Sincerely,

Kathleen B. Davis
Director
Local Programs

KBD:rgp:sas
Enclosure

RECEIVED

BY: R Mayner

DATE: 12/5/17

Table A
County Bridge Data - November 2017

Washington State Bridge Inventory System
Bridges Greater than 20 Feet in Length on Federal Aid (FAR) and Non Federal Aid (NFAR) Routes
Posting Consideration Based on all AASHTO Legal Load Trucks

County Name	County Owned Bridges	Bridges Posted or May Consider Posting				Bridges With Posting Not Required				Deficient Bridges*
		FAR	Square Feet	NFAR	Square Feet	FAR	Square Feet	NFAR	Square Feet	
Adams	112	4	16,434	6	6,875	63	120,170	39	37,469	13
Asotin	18	0	0	0	0	13	1,654,154	5	11,952	1
Benton	50	1	1,280	0	0	23	77,460	26	27,957	8
Chelan	51	3	19,037	2	1,392	26	130,403	20	54,119	11
Clallam	29	0	0	3	7,938	11	73,219	15	64,528	9
Clark	55	0	0	1	569	26	112,123	28	56,852	14
Columbia	61	1	3,312	2	2,237	32	57,492	26	41,139	9
Cowlitz	62	1	1,999	2	6,783	27	144,755	32	59,590	13
Douglas	20	1	2,700	0	0	13	56,916	6	12,657	0
Ferry	22	0	0	2	4,532	7	11,708	13	24,889	7
Franklin	85	1	896	3	1,978	40	72,569	41	60,573	7
Garfield	33	0	0	0	0	20	20,657	13	15,769	5
Grant	194	6	21,295	8	11,502	94	240,732	86	123,645	17
Grays Harbor	167	3	54,989	1	744	81	368,851	82	162,533	25
Island	0	0	0	0	0	0	0	0	0	0
Jefferson	32	0	0	0	0	13	23,082	19	67,852	4
King	129	1	1,161	3	8,318	80	536,922	45	115,526	52
Kitsap	37	0	0	2	3,076	21	81,215	14	20,051	3
Kittitas	114	0	0	2	9,400	29	96,847	83	140,528	8
Klickitat	57	0	0	0	0	14	44,952	43	91,128	15
Lewis	197	0	0	2	2,664	70	251,497	125	249,838	25
Lincoln	122	1	840	7	4,344	43	75,029	71	114,130	13
Mason	53	0	0	2	10,886	10	44,917	41	110,449	13
Okanogan	49	0	0	4	3,320	12	59,992	33	74,771	4
Pacific	60	4	12,010	13	47,995	5	20,513	38	94,515	13
Pend Oreille	28	2	2,736	2	1,440	12	115,594	12	15,541	6
Pierce	100	3	54,557	0	0	65	286,324	32	56,601	37
San Juan	4	0	0	0	0	1	636	3	4,021	2
Skagit	105	0	0	1	3,971	43	201,832	61	131,896	22
Skamania	25	0	0	3	6,938	5	35,395	17	57,508	6
Snohomish	166	5	8,318	9	22,848	93	583,783	59	195,445	41
Spokane	106	6	14,690	6	6,190	47	268,368	47	120,945	21
Stevens	49	2	6,432	0	0	9	30,957	38	71,081	8
Thurston	94	0	0	2	1,724	62	265,210	30	69,862	20
Wahkiakum	20	0	0	1	2,496	12	38,930	7	13,485	1
Walla Walla	104	7	25,200	9	7,965	33	110,109	55	125,938	11
Whatcom	138	2	16,955	9	15,871	34	135,918	93	165,284	32
Whitman	249	2	4,700	5	4,002	122	248,447	120	161,318	56
Yakima	307	0	0	7	9,367	166	470,546	134	232,693	50
Total	3,304	56	269,541	119	217,365	1,477	7,168,224	1,652	3,254,078	602

* Deficient Bridges are listed in WSBIS as Structurally Deficient (SD) or Functionally Obsolete (FO).

February 2018 CRABoard Meeting Deputy Director's Report

A. County Engineer Changes since October 2017

By letter on December 12, 2017, Mason County appointed John Huestis, PE, as County Engineer, effective December 12, 2017, after the resignation of County Engineer Melissa McFadden, PE.

B. County Visits completed since October 2017

- Thurston County (2)
- Douglas County
- Kittitas County
- Adams County (2)
- Whitman County
- Asotin County
- Garfield County
- Franklin County
- Lincoln County
- Skamania County
- Mason County

There were numerous contacts with County Engineers in various venues.



MASON COUNTY DEPARTMENT OF PUBLIC WORKS

100 W PUBLIC WORKS DRIVE
SHELTON, WASHINGTON 98584

Phone (360) 427-9670 x450

Fax (360) 427-7783

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.

December 12, 2017

Walt Olsen, PE
County Road Administration Board
2404 Chandler Court SW, Suite 240
Olympia, WA 98504-0913

RE: New County Engineer Notification

Dear Mr. Olsen:

Board of County Commissioners appointed Jerry W. Hauth as the Public Works Director/Acting County Road Engineer until Mason County could recruit a new County Engineer. Mason County has advertised, interviewed and selected a qualified candidate to fill the Deputy Director/County Engineer position with Mason County Public Works Department.

The following information is notification required by WAC 136-12-45 for appointing Mason County's new County Road Engineer:

New Deputy Director/County Engineer: John Huestis
WA. State Professional Lic. Reg. No.: 41825 Exp.: October 28, 2019
Contact Information: Work Ph: (360) 427-9670, Ext. 452
Work Cell: (360) 490-0276
Email: jhuestis@co.mason.wa.us

I have enclosed a copy of Resolution Number 83-17, adopted by the Mason County Board of Commissioners on December 12, 2017 appointing John as the new County Road Engineer for Mason County, effective December 12, 2017. A copy of the Public Works Organization Chart is also enclosed.

If you have any questions, please do not hesitate to contact me at (360) 427-9670, Ext. 462.

Sincerely,

Kelle Medcalf
Office Manager

encl. Public Works Org. Chart

RECEIVED

BY: CRAB

DATE: 12/14/17

RESOLUTION NO. 83-17
IN THE MATTER OF APPOINTING A COUNTY ROAD ENGINEER

WHEREAS, on July 25, 2017, per WAC 136-12-030, the Board of Mason County Commissioners designated Jerry W. Hauth, PE, as the Acting County Engineer, Resolution 43-17, effective August 1, 2017, due to the resignation of Melissa McFadden, PE.

WHEREAS, the Mason County Human Resource Department was directed to begin the recruitment process to fill the position of Public Works Deputy Director/County Engineer; and


WHEREAS, the recruitment process has been completed and John Huestis has been selected to fill the requirements of the position of the Deputy Director/County Engineer;

WHEREAS, WAC 136-12-045 requires a resolution attesting to the appointment of the County Road Engineer to be approved and transmitted to the County Road Administration Board.

NOW, THEREFORE BE IT RESOLVED that the Board of Mason County Commissioners does hereby appoint John Huestis, PE, as the County Road Engineer for Mason County, effective December 12, 2017.

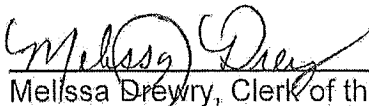
DATED this 12th day of December, 2017.

BOARD OF MASON COUNTY
COMMISSIONERS



Kevin Shuffy, Chair

ATTEST:



Melissa Drewry, Clerk of the Board



Terri Drexler, Commissioner

APPROVED AS TO FORM:



Tim Whitehead, Ch. PDA



Randy Neatherlin, Commissioner

Legend
 Direct Line of Authority= ———
 Statutory Requirements for Reporting to County Engineer= - - - - -

Citizens of Mason County

Mason County Board of Commissioners

Approved by Board of Commissioners
Ronald King Gibson 10-14-07
 Chair Absent Date
 Member
Don Ballester
 Member

Deputy Director
 ER & R Manager

Public Works Director

Deputy Director
 County Road Engineer

Information Systems
 Equipment Maintenance

Public Works Finance

GIS

Emergency Management

Administration

Surface and Stormwater Management

Engineering & Construction

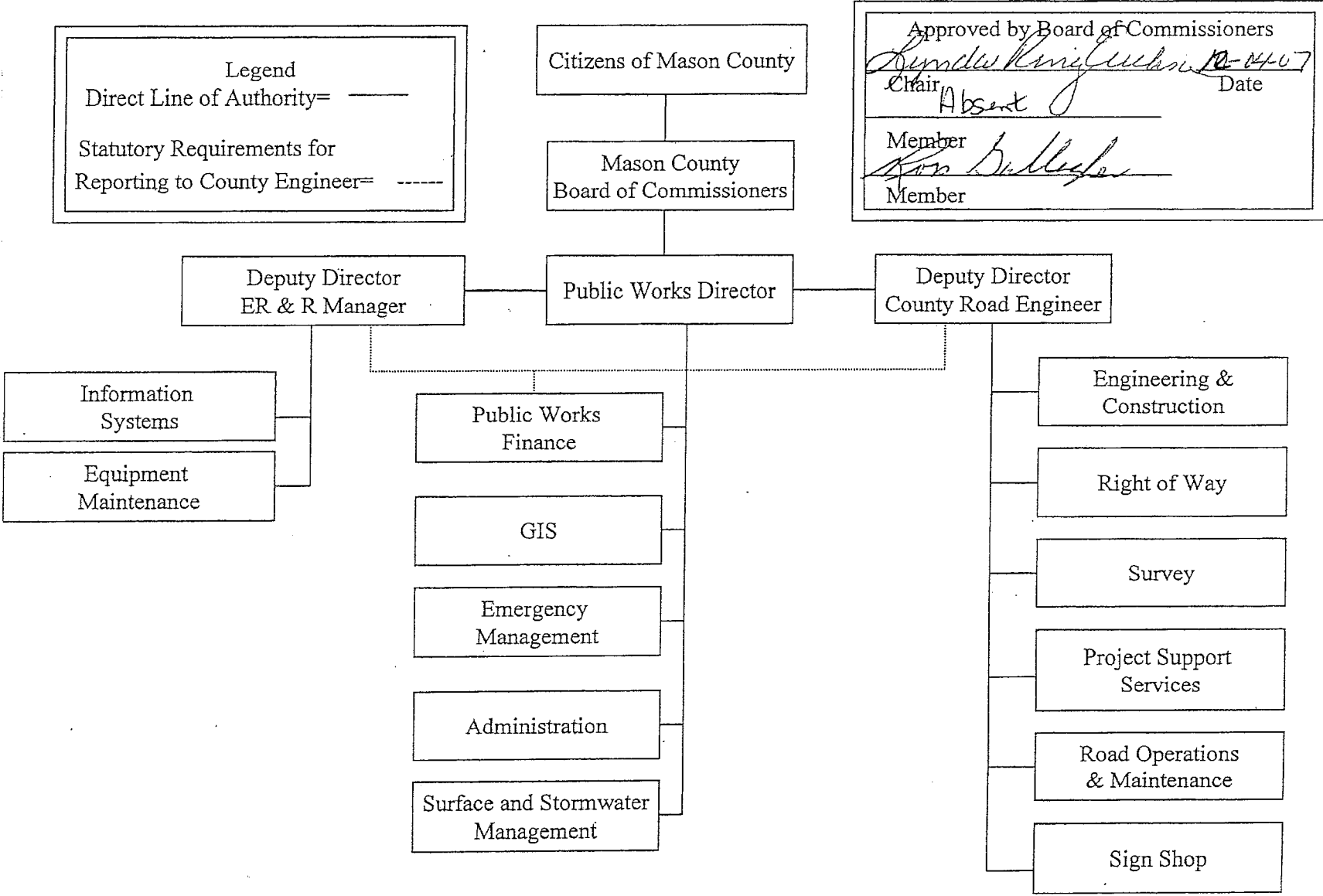
Right of Way

Survey

Project Support Services

Road Operations & Maintenance

Sign Shop



C. County Audit Reports reviewed since October 2017

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

CRAB has reviewed 15 audit reports representing 13 counties since the October 2017 board meeting. Two audits contained a total of five 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:

2016 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New?	Co. Rd?	Prev?	Status
1020390	Pacific County	Accountability	01/01/2015 to 12/31/2016	1/18/2017				
1020506	Kitsap County	Accountability	01/01/2016 to 12/31/2016	12/28/2017				
1020189	Adams County	Accountability	01/01/2016 to 12/31/2016	12/18/2017				
1020356	Asotin County	Financial	01/01/2016 to 12/31/2016	12/18/2017				
1020399	Garfield County	Accountability	01/01/2015 to 12/31/2016	12/18/2017				
1020400	Garfield County	Financial	01/01/2015 to 12/31/2016	12/18/2017				
1020183	Okanogan County	Accountability	01/01/2016 to 12/31/2016	11/20/2017	1	N		
1020147	Mason County	Accountability	01/01/2016 to 12/31/2016	11/16/2017	1	N	2	NCR
1020194	Lincoln County	Accountability	01/01/2015 to 12/31/2016	11/16/2017				
1020163	Kittitas County	Accountability	01/01/2016 to 12/31/2016	11/13/2017				
1020094	Pend Oreille County	Accountability	01/01/2016 to 12/31/2016	11/2/2017				
1020133	Cowlitz County	Accountability	01/01/2016 to 12/31/2016	11/2/2017				
1020039	Columbia County	Financial	01/01/2016 to 12/31/2016	10/30/2017				
1020042	Columbia County	Accountability	01/01/2015 to 12/31/2016	10/30/2017			1	NCR
1019865	Island County	Accountability	01/01/2016 to 12/31/2016	10/26/2017				
TOTAL					2		3	

NCR	Non-County Road
CR-FC	County Road-Fully Corrected
CR-PC	County Road-Partially Corrected

D. Other Activities and Visits since October 2017

31 October	Bridge Bundling TAC Conference Call	CRAB Office
1 November	Fiscal Year Definition Meeting	CRAB Office
2 November	Web Site Review Meeting	CRAB Office
2 November	CRAB Staff Meeting	CRAB Office
3 November	Thurston County TLE Meeting	Olympia
7-9 November	Road Design Conference	Chelan
13-17 Nov	WSAC Fall Conference	SeaTac
20 November	MAP 21/FAST Act-MIRE: NHS rds & bridges	CRAB Office
21 November	Annual Report Meeting	CRAB Office
21 November	Data Classification Meeting	CRAB Office
21 November	Annual Report Meeting	CRAB Office
21 November	Professional Development Comm. Conf Call	CRAB Office
27 November	GIS-Mo/DTS Sole Source Discussion	CRAB Office
4 December	AAG Albert Wang Meeting	CRAB Office
5-7 December	County Engineer Training	CRAB Office
5 December	IT Manager Interviews (2)	CRAB Office
6 December	IT Manager Interviews (3)	CRAB Office
8 December	WTRC Agenda Follow-Up	CRAB Office
8 December	VueWorks Follow-Up Scope Proposal ?'s	CRAB Office
11 December	Kittitas County Visit	Ellensburg
11 December	Adams County Visit	Ritzville
12 December	Whitman County Visit	Colfax
12 December	Asotin County Visit	Asotin
12 December	Garfield County Visit	Pomeroy
13 December	Franklin County Visit	Pasco
13 December	Adams County Visit	Ritzville
14 December	Lincoln County Visit	Davenport
20 December	Staff Briefing	CRAB Office
3 January	Thurston County Compliance Meeting	CRAB Office
4 January	CRAB Staff Meeting	CRAB Office
4 January	NACE Pavement Preserv. Comm. Conf. Call	CRAB Office
5 January	Building Access Control Meeting	WTC Office
8 January	Skamania County Compliance Meeting	Stevenson
10 January	Engineering Staff Meeting	CRAB Office
10 January	CRABoard Agenda Meeting	CRAB Office
10 January	Position Review – Eng/Admin Support Spec	CRAB Office
11 January	Skagit CFCIP Review	CRAB Office
11 January	Mason County Visit	Shelton
12 January	Phone Conf-Comm. Bob Hamlin-Skamania	CRAB Office

February 2018 CRABoard Meeting

Information Services Update

A. GIS-Mo

- a. WSACE Funding Agreement
 - i. Amount: \$125K
 - ii. Period: Now – June 2019
 - iii. \$25K anticipated for ESRI licenses and infrastructure costs. \$100K planned for part of Professional Services contract.
- b. WTSC Grant Application
 - i. Amount Requested: \$400K
 - ii. Period: Oct 2018 – Sep 2019
 - iii. \$150K planned for remaining Professional Service needs. \$250K for initial one-time license cost prior to going to production.
 - iv. March 27th, 2018 – Present project description to WTSC Technical Advisory Committee
 - v. April 20th, 2018 – May 4th, 2018 – Notification of selection to applicants
- c. Next Steps
 - i. OCIO IT Preliminary Project Assessment Tool
 - ii. Sole Source Justification

B. WATECH Migration

- a. Planning stage complete
- b. Ready to begin migration (project is budgeted)
- c. Migration is expected to take approximately 3 months
- d. Move required by June 30th, 2019
- e. Awaiting end of Legislative Session
 - i. HB2404 – Proposes making WATECH services optional instead of required

C. CRAB Website Enhancement Project

- a. Objectives
 - i. Responsive and Accessible
 - ii. Content Management System (CMS)
 - iii. Move all data from MS Access to MS SQL Server
 - iv. New Search Tool
 - v. Review content to meet Agency and Customer needs
- b. Prototype presented to staff
- c. Staff interviews underway

D. OCIO Policy Review

- a. Ensure compliance with 30 OCIO Policies
 - i. Recently Approved Policies
 - 1. Information Technology Accessibility Policy – Oct 23rd, 2017
 - 2. Acceptable Use Policy – Nov, 28th, 2017
 - 3. Disaster Recovery Policy – Nov, 30th, 2017
 - ii. Currently developing Data Categorization Policy
- b. Several OCIO Policies require either Agency Policy or Plan