



AGENDA

County Road Administration Board
April 25-26, 2019
CRAB Office - Olympia, Washington

Thursday 1:00 pm

1 Call to Order.

2 Chair's Report - Brian Stacy, PE

- A. Approve April 25-26, 2019 Agenda
- B. Approve Minutes of January 24-25, 2019 CRABoard Meeting

Action	Enclosure
Action	Enclosure

3 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Project Actions Taken by Staff
- C. Resolution 2019-002 Apportion RATA Revenues to Regions
- D. Linking RATA Reimbursements to Project Progress
- E. Consideration of Available Funds for Allocation
- F. Resolution 2019-003 Allocate Estimated Revenue to Projects
- G. Clark County Emergency Funding Request

Info	Enclosure
Info	Enclosure
Action	Enclosure
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Info	Enclosure
Action	Enclosure
Action	Enclosure

4 Director's Report - John Koster

- A. CRABoard Positions
- B. WSACE Award Nominations
- C. Current Budget Status
- D. 2019/2021 Budget Request
- E. Legislative and Other Updates

Info	Enclosure
Info	Enclosure
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Info	Enclosure

5 Compliance Report - Drew Woods, PE

Info	Enclosure
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6 Resolution 2019-004 Annual Certification - John Koster

Action	Enclosure
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7 Deputy Director's Report - Walt Olsen, PE

- A. County Engineers/PWD Status
- B. County Visits Completed Since January 2019
- C. County Audits
- D. Other Activities

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure

RECESS

6:00 pm Dinner at Olive Garden

Friday 8:30 am

8 Call to Order

9 WSACE Report - Jane Wall, Managing Director

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10 Division Reports

- A. Information Services - Eric Hagenlock
- B. Design Systems - Jim Ayres, PE
- C. Engineering & Administrative Support - Derek Pohle, PE

Info	Enclosure
Info	Enclosure
Info	Enclosure

11 Possible Executive Session - Personnel Matters

ADJOURN

Chair's Signature: _____

Attest: _____

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

Members Present: Brian Stacy, PE, Pierce County Engineer, Chair
Lisa Janicki, Skagit County Commissioner, Second Vice Chair
Al French, Spokane County Commissioner
Kathy Lambert, King County Council Member
Mark Storey, PE, Whitman County Engineer
Randy Ross, Grays Harbor County Commissioner
Grant Morgan, PE, Garfield County Engineer

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

Staff Present: John Koster, Executive Director
Walt Olsen, PE, Deputy Director
Eric Hagenlock, Information Services Division Manager
Karen Pendleton, Executive Assistant
Rhonda Mayner, Secretary
Randy Hart, PE, Grant Programs Manager
Derek Pohle, PE, Engineering & Admin Support Specialist
Drew Woods, PE, Compliance & Data Analysis Manager
**Mike Clark, Inventory Systems Manager
**Jim Oyler, Applications Specialist
**Cameron Cole, GIS Administrator
**Scott Campbell, Systems Security Specialist
**Jim Ayres, PE, Design Systems Manager

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

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

CALL TO ORDER

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

CHAIR'S REPORT

Approve January 24-25, 2019 Agenda

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

Approve Minutes of October 25-26, 2018 CRABoard Meeting

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

EXECUTIVE DIRECTOR'S REPORT

Staff Updates

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

2018 Annual Report

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

Current Budget Status

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

2019-2021 Proposed Budget

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

Road Usage Charge Steering Committee Meeting Summary

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

Director's Activities

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

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

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

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

RURAL ARTERIAL PROGRAM

Program Status Report

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

Revised RAP Arrays

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

Regional Meetings Update

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

Resolution 2019-001 - Apportion RATA Funds to Regions

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

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

Motion carried unanimously.

Chair Stacy called for a brief recess.

PUBLIC HEARING

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

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

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

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

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

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

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

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

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

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

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

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

Project Request Actions Taken by Staff

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

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

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

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

Chair Stacy called for a brief recess.

COMPLIANCE AND DATA ANALYSIS REPORT

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

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

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

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

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

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

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

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

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

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

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

County Visits completed since October 2018

Mr. Olsen noted visits to Lincoln, Spokane, Douglas, Chelan, San Juan, Lewis, Grays Harbor, Jefferson, and Pend Oreille Counties. Numerous contacts with County Engineers took place in other venues.

State Auditor's Report

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

CRAB has reviewed 16 audit reports representing 14 counties since the October 2018 board meeting. Four audits contained a total of four findings issued and none involved County Road Funds in some form. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

2017 Audits

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

Activities

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

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

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

CALL TO ORDER

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

WSACE MANAGING DIRECTOR

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

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

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

STAFF REPORTS

Information Services Division Manager

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

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

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

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

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

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

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

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

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

Design Systems Manager

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

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

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

Engineering and Administrative Support Manager

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

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

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

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

He summarized his other activities.

MONUMENT PRESERVATION PRESENTATION

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

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

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

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

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

OTHER

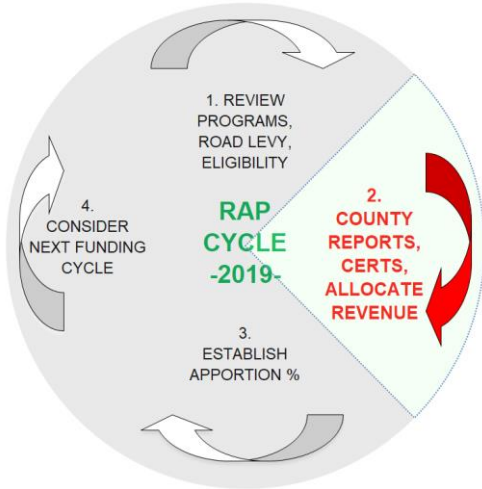
The Board briefly discussed the issue of potential issues in clear zone issues following a recent court decision.

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

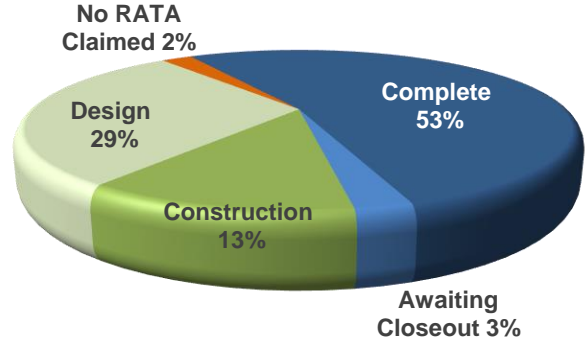
Chair

Attest

RURAL ARTERIAL PROGRAM April, 2019



Projects Funded 2007 - 2018



PROJECT STATUS:

Billing Phase	'83-'07	'07-'09	'09-'11	'11-'13	'13-'15	'15-'17	Current Biennium '17-'19	TOTAL
Completed	958	41	34	2	30	10	1	1076
Awaiting Closeout		2			2	1	1	6
Some RATA paid	1	1	6		17	31	38	94
No RATA Paid					1	1	3	5
TOTAL	959	44	40	2	50	43	43	1181

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	46,295,300
Total estimated revenue	608,454,648

RAP Expenditures to date:

To Completed Projects	532,921,102
To Projects in Design or Under Construction	36,203,133
Administration	11,716,976
Total RATA spent	580,841,211

RAP Obligations:

RATA Balance on Active Projects	90,571,610
RATA \$ yet to allocate to Partially funded projects -	12,174,438
Requests for reimbursement - pending	247,463
Estimated remaining administration through 2017- 2019 biennium	127,749
Total RATA obligated	103,121,260

QTR 1 - 2019 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
January	\$17,859,981.73	\$2,130,416.24	\$28,039.42	(1,093,312.70)	19	(48,336.63)	\$18,876,788.06
February	\$18,876,788.06	\$1,520,521.04	\$28,207.17	(2,320,829.51)	20	(47,559.23)	\$18,057,127.53
March	\$18,057,127.53	\$1,564,247.91	\$26,675.17	(238,788.09)	14	(47,491.10)	\$19,361,771.42
TOTALS:		\$5,215,185.19	\$54,882.34	(3,652,930.30)	53	(143,386.96)	

County Road Administration Board – April 25, 2019

Project Actions Taken by CRAB Staff

Project extensions for construction lapsing:

Of the 50 projects approved for funding on April 18, 2013, the following were facing construction lapsing on April 18, 2019. Each of the counties requested and gained extensions to April 18, 2021:

County	Project	Basis of extension
King	W. Snoqualmie Val. Rd Culvert	Design and R/W issues
Cowlitz	Delameter Road	Right of Way negotiations
Grays Harbor	Blue Slough Road	Corps of Engineers Permit delays
Skagit	West Bow Hill Road	Design Complications
Clark	Manley Road	Corps of Engineers Permit delays

Asotin County - Snake River Road Construction Phase extension

Snake River Road commenced construction two years ago by processing construction materials, but lapsing of all remaining construction phases was not tracked because the county did not enter commencement information into RAP Online. By letter to the county from the CRAB director dated January 23, 2019, the lapsing date for commencement of all phases of construction was set at April 16, 2021. All remaining construction phases must commence by that date in order for the county to retain RATA funding.

Chelan County – Wenatchee Heights Road Scope Change.

Chelan County’s March 11, 2019 letter requested approval to reduce the proposed width for Wenatchee Heights Road from 31 feet to 30 feet. The original width proposed was 31-feet to accommodate an uphill bike lane. The new proposed width creates a more balanced roadway section for both motorists and bicyclists. It also meets the standard width required for the road classification. CRAB staff found this did not significantly reduce the score and did not affect the project’s ranking on the funding array. The director forwarded a letter on March 14, 2019, with an attached contract amendment approving the change. The county returned the signed amendment to CRAB on April 10, 2019.

**RESOLUTION 2019-002
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 \$5,298,107 deposited to the RATA in **January, February and March, 2019** be apportioned to the regions by their 2017-2019 biennium regional percentages after setting aside \$143,387 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.		143,387	843,554	11,960,315	12,803,869
NORTHEAST	43.77%	2,256,221	16,023,671	235,574,412	251,598,082
NORTHWEST	10.90%	561,864	3,990,359	62,772,775	66,763,134
PUGET SOUND	6.81%	351,036	2,493,059	39,670,355	42,163,414
SOUTHEAST	23.63%	1,218,060	8,650,659	129,797,655	138,448,314
SOUTHWEST	14.89%	767,538	5,451,050	82,383,836	87,834,886
TOTAL	100.00%	5,298,107	37,452,352	562,159,348	599,611,700

Adopted by the CRABoard on April 25, 2019

Chair's Signature

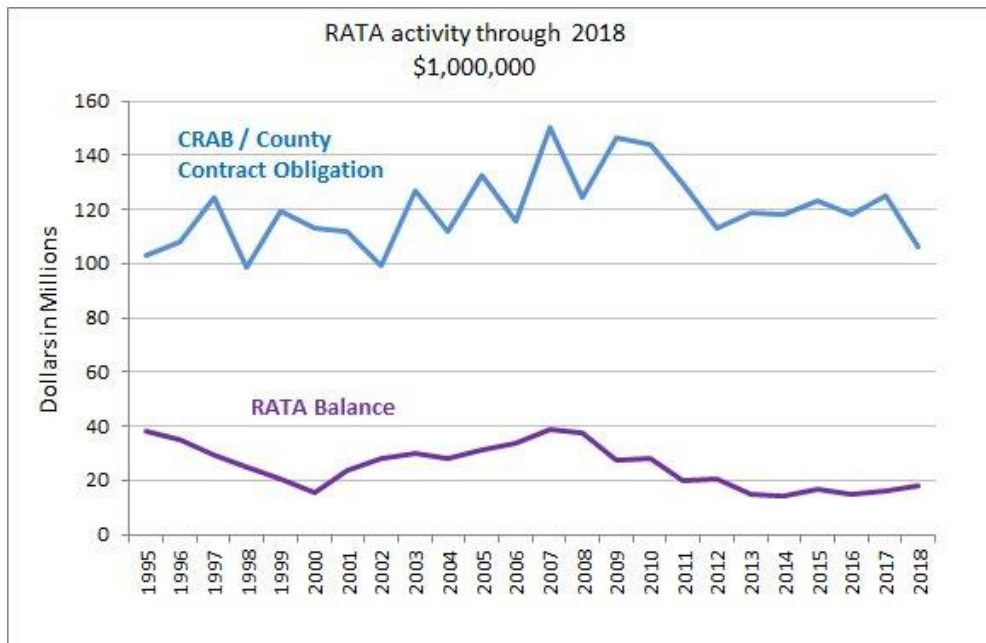
ATTEST

County Road Administration Board – April 25, 2019
Linking RATA reimbursements to project progress

I. Introduction:

Historically, staff has programmed reimbursement of construction costs based on the county schedules listed in final prospectuses. Since these schedules are optimistic, programmed reimbursements have typically been more than twice the available revenue.

<u>YEAR</u>	<u>Programmed Spending</u>	<u>Actually Spent</u>	<u>% Spent</u>	<u>Revenue</u>	<u>Year End Balance</u>	<u>at 100% Spending</u>
2009	53,088,797	29,069,587	55%	19,042,874	27,587,840	3,568,630
2010	46,455,993	18,131,316	39%	18,752,354	28,208,879	(115,799)
2011	48,000,000	27,005,065	56%	18,453,233	19,657,046	(29,662,566)
2012	52,000,000	17,394,241	33%	18,084,981	20,347,786	(63,577,585)
2013	44,000,000	23,831,141	54%	18,429,421	14,946,066	(89,148,164)
2014	42,357,120	19,434,242	46%	18,584,594	14,096,419	(112,920,691)
2015	54,848,728	17,986,860	33%	20,667,346	16,776,904	(147,102,073)
2016	49,830,808	21,728,892	44%	20,067,964	15,115,977	(176,864,916)
2017	40,662,611	19,886,232	49%	20,809,840	16,039,585	(196,717,687)
2018	42,698,515	20,918,581	49%	22,835,943	17,956,947	(216,580,259)
2019	45,667,719					
			46%	Avg %		



The amount of obligation to projects each year has fluctuated between \$100M to \$150M, while available balance of RATA funds has fluctuated between \$15M to \$40M, and under \$20M for the last 6 years.

Maintaining these optimistic plans has often prevented counties from advancing older projects that could be delivered sooner, since there is no room in the short-term program for the additional payments. Designing and then shelving these projects, however, adds cost to the counties. CRABoard has therefore advised staff to link project payments to progress certified by the county engineer.

II. Linking payments to project progress rather than prospectus plans.

CRABstaff has developed a feature (see attached schematic) in the RAP Online project management application that will initially set CN reimbursements to commence 5 years from the date of approval rather than following the plan listed in the prospectus. As projects commence to design, permitting, right of way, engineers' estimate and PS&E, their reimbursement schedules will automatically advance conditioned on RATA funds available. Staff also plans to assign this scheduling framework to current projects that were approved in 2017 and later, as listed below:

County	Project	Const \$s	Type	Current	projected	CHANGE	YEARS After
				CN Start	CN Start	Years	Approval
Chelan	West Cashmere Bridge Replacement	2,120,006	FA	2020-Q3	2021-Q1	1	4
Pierce	Olson Dr KPN	174,614	3R	2022-Q2	2023-Q1	1	6
Columbia	Rose Gulch Road - Vernon Smith Bridge	407,504	FA	2019-Q4	2021-Q1	2	4
Klickitat	Trout Lake Highway	973,703	2R	2021-Q1	2023-Q1	2	6
Pierce	Orting Kapowsin Highway East	474,807	3R	2021-Q1	2023-Q1	2	6
Yakima	Independence Road	1,130,703	3R	2021-Q1	2023-Q1	2	6
Lewis	Jackson Hwy S	463,505	DR	2020-Q2	2023-Q1	3	6
Stevens	Swenson South	1,890,003	3R	2021-Q1	2024-Q1	3	7
Ferry	Bridge Creek Section 13	1,170,006	3R	2021-Q2	2024-Q1	3	7
Okanogan	Cameron Lake Rd	1,434,403	RC	2021-Q2	2024-Q1	3	7
Wahkiakum	Eden Valley Road Culvert	464,502	DR	2021-Q3	2024-Q1	3	7
Jefferson	Center Rd	569,003	2R	2020-Q2	2023-Q1	3	5
Lincoln	Miles Creston	1,570,403	3R	2021-Q4	2024-Q1	3	6
Adams	Lind-Hatton	301,003	2R	2020-Q3	2024-Q1	4	7
Benton	Hanks Road Phase I	1,260,503	RC	2020-Q3	2024-Q1	4	7
Ferry	Customs Road North Section	720,006	2R	2020-Q3	2024-Q1	4	7
Grant	Stratford Road (12-NE to 16-NE)	660,003	2R	2020-Q3	2024-Q1	4	7
Mason	North Island Drive - Culvert Replacement	440,003	DR	2020-Q4	2024-Q1	4	7
Mason	North Shore - Cady Creek	440,003	DR	2020-Q4	2024-Q1	4	7
Okanogan	Omak-Riverside Eastside Rd	677,703	2R	2020-Q2	2024-Q1	4	7
Pacific	North Nemah Road	479,403	3R	2020-Q3	2024-Q1	4	7
Pacific	Stringtown Road Culvert	449,503	DR	2020-Q3	2024-Q1	4	7
Wahkiakum	East Valley Road	404,503	3R	2020-Q3	2024-Q1	4	7
Whatcom	East Smith Road	955,003	2R	2020-Q2	2024-Q1	4	7
Whitman	Hume Road	2,325,003	RC	2020-Q4	2024-Q1	4	7
Clark	NE Munch Road	900,003	3R	2020-Q3	2024-Q1	4	7
Franklin	COYAN BRIDGE #200-9.93	189,703	FA	2020-Q3	2024-Q1	4	6
Franklin	Selph Landing BR	58,603	FA	2020-Q3	2024-Q1	4	6
Skagit	JOSH WILSON ROAD	945,003	3R	2020-Q2	2024-Q1	4	6
Stevens	Hall Road Bridge Replacement	166,305	FA	2020-Q3	2024-Q1	4	6
Okanogan	Statler Br Emergency Replacement	1,072,303	EM	2019-Q3	2024-Q1	5	6
	Total	26,360,024					

This list represents approximately a third of all projects programmed for payment in the next two years. Any of these projects that show progress can advance, conditioned on CRABstaff review of funds available. There are 70 older projects not listed above that will retain their current 2020 and 2021 reimbursement schedules, using \$60M RATA funds. \$11M in PE and Right of way for the rescheduled projects remains in the current biennium.

III. Advantages of linking Reimbursements to project progress:

- Encourages more accurate, timely reporting and allows projects to advance toward reimbursement in a timely and consistent manner.
- Counties still have the obligation to advertise for construction within 6 years of approval. CRAB allows a one-time, 2-year extension for construction.
- With the allocation of new funds for the 2019 – 2021 biennium, the total programmed amount to projects will be ~ \$165 M over the next 7 years.
- CRAB will be better able to manage the RATA on a cash flow basis.
- RAP Online will advance the schedules automatically only after CRAB staff determines RATA funds are available.

IV. Additional contract provisions:

Future and amended contracts will include the following provision:

“The Schedule of construction reimbursements to the county will be based on project progress as certified by the county engineer within the County Road Administration Board’s RAP Online project management application and RATA funds available.”

Linking RATA Reimbursements to Project Certifications

	Status of Prospectus (or Contract) and Certification Milestone		Effect on Reimbursement Schedule <small>(Formerly known as the Spending Plan)</small>
	STATUS	→	ACTION
	When Prospectus is funded	→	PE \$ available immediately
	When Prospectus is funded	→	RW \$ commence in 1 year
	When Prospectus is funded	→	CN \$ commence in 5 years
Certification Milestones:	50% design , No Permits or No RW <small><u>Preliminary</u> Alignment, Geotech., Environmental and Archaeological <u>field reviews and costs</u> are complete)</small> 2 Check boxes	→	Advance CN \$ to 4 yrs out
	50% design, Permits and RW 2 Check boxes	→	Advance CN \$ to 3 yrs out
	90% design , No Permits or No RW <small><u>Alignment/Grading</u>, Geotech., Environmental and Archaeological <u>design requirements</u> are complete.</small> 2 Check boxes	→	Advance CN \$ to 2 yrs out
	90% design, Permits and RW 2 Check boxes	→	Advance CN \$ to 1 yrs out
	PS&E, AdvertiseDate, Permits and RW <small>(Attach PS&E Cover Sheet)</small>	→	Advance CN \$ to 6 months or 2 QTR (or earlier if requested by county)

These items will be set up automatically (without intervention) from prospectus data **upon funding**.
Counties can request advancement of these at any time.

These staged advancements of Const_Rata \$s, will be based on:

- Certification Milestone data,**
- Review by Grant Program manager (compare statewide and regional balance issues) before authorizing.**
- Requests by the county**

County Road Administration Board – April 25, 2019
Funds available for 2019 – 2021 biennium RAP Projects
WAC 136-161-020

I. Introduction:

Per WAC [136-161-020](#) (6): “The county road administration board reviews the rank-ordered arrays in each region and, based upon the RATA funds projected to be allocable for the next project program period (see WAC [136-161-070](#)), selects and approves specific projects for RATA funding.”

II. Funds projected to be allocable:

a) <u>Revenue Estimates:</u> 2019 – 2021 estimated revenue:	*40,731,300 (March 2019)
Connecting Washington Transfer from MVA	4,844,000 (<i>SSB 5214</i>)
Account Interest	720,000 (estimated)
Administration by CRAB	<u>-1,084,000</u> (<i>SSB 5214</i>)
Total Est. Revenue for projects	45,211,300

*Quarterly estimate as published by the Transportation Revenue Forecast Council, WSDOT

The CRABoard used an estimate of \$46,000,000 as the basis for its call for new projects in October, 2018. County submittal and funding limits for the '19 – '21 biennium are based on that amount.

- b) Regional Turned-back funds: There are additional funds turned back from the prior array and from prior projects that were recently withdrawn or underrun. These amount to \$5,260,775.
- c) Total available RATA funds: 46,000,000 + 5,260,775 = 51,258,000 (rounded down)
- d) First year allocation limited to 90% = \$51,258,000 X 0.90 = **46,132,200**

III. Anticipated RATA balance: The CRABoard has advised staff to maintain a minimum balance of \$12,000,000 in the account. The anticipated balance by the end of the 2017 – 2019 biennium is \$20,061,771. Further reimbursement to counties in the 2019 – 2021 biennium (based on spending history) will lower this balance to about \$17,771,771.

Current Balance:	19,361,771	}	2017 - 2019
Est. Revenue through June '19:	5,700,000		
Est. Spending through June '19:	5,000,000		
Balance ending '17 - '19 biennium:	20,061,771		
Balance beginning '19 - '21 biennium:	20,061,771	}	2019 - 2021
Est. spending 2019 - 2021:	48,290,000		
Est. Revenue 2019 - 2021:	46,000,000		
Ending Balance 2019 - 2021:	17,771,771		

IV. Summary: Of the \$46,132,200 to be allocated to projects, \$12,174,438 would be added to current funded projects and 33,957,762 would be allocated to new projects. An estimated additional \$5,125,800 can be allocated at the April, 2020 CRABoard meeting. Per WAC 136-161-070 (4), the CRABoard can allocate no more than 90% of estimated revenue in the first year of the biennium and the remainder “at such time as deemed appropriate” by the board.

If funded, CRABstaff would schedule construction reimbursements for new projects in the 2023 - 2025 biennium, ~ 5 years after approval. This 5-year period is typical for project-delivery times. Projects that progress faster can have access to RATA funds upon a clear demonstration of progress and the availability of funds.

The RATA balance has cycled between \$20M to \$15M before and after each construction season for the last 6 years. A steady balance is anticipated. The account is gaining an additional \$4,844,000 in Connecting Washington funding in the 2019 – 2021 biennium (see SSB 5214) and Spokane County’s Bigelow Gulch Projects are well into construction, anticipating \$9.5M to be charged to RATA in that time frame.

Allocating to partially funded projects at this meeting will assure the program continues without interruptions and maintains the forecast of expenditures as presented.

Any subset of projects could be delayed, if necessary, to maintain a \$12,000,000 balance.

The RAP is operating with a stable balance and has the ability to program construction reimbursements of new projects in 2024 and later. Staff will recommend adoption of Resolution 2019-003 - Allocate Estimated Revenue to Projects, which follows.

RESOLUTION 2019-003
TO APPROVE 2019 - 2021 RAP PROJECTS
AND ALLOCATE 90% of ESTIMATED 2019 - 2021 RATA REVENUE

WHEREAS the CRABoard met in accordance with WAC 136-161-070 to approve Rural Arterial Program projects and allocate Rural Arterial Trust Account funds, and

WHEREAS in accordance with WAC 136-161-070, the CRABoard is authorized to allocate estimated RATA revenue to proposed RAP projects, and

WHEREAS the RATA amounts allocated to projects in the first year of the biennium are limited to no more than ninety percent of the net amount estimated to be allocable to each region for the project program period, with the remaining percentage to be allocated at such time as deemed appropriate by the County Road Administration Board, and

WHEREAS the best available estimate of 2019 - 2021 biennium revenues, including interest, and funds turned back through withdrawal or underrun, indicate that the following approximate amounts are available in the first year of the biennium for allocation to projects on the 2019 - 2021 arrays in the five regions:

REGION	A Est. Fuel Tax '19- '21	B Turned-Back Funds	A+B Total \$ Available	Previously Allocated ('19-'21 Bien.)	90% Available Funds to Allocate
Northeast	20,134,200	1,160,282	21,294,000		19,164,600
Northwest	5,014,000	1,418,224	6,432,000		5,788,800
Puget Sound	3,132,600	967,052	4,099,000		3,689,100
Southeast	10,869,800	1,601,175	12,470,000		11,223,000
Southwest	6,849,400	114,042	6,963,000		6,266,700
	46,000,000	5,260,775	51,258,000	-	46,132,200

(Totals are rounded down)

NOW, THEREFORE, BE IT RESOLVED, that the County Road Administration Board hereby approves the following projects in the five regions and allocates 90% of the est. 2019- 2021 fuel tax funds and turned-back funds to the listed projects in the amounts shown.

County	RoadName	Project Type	TOTAL COST	RATA REQ	FUNDING FROM PREV. BIENNIUM	NEW PROJ. FUNDING	TOTAL FUNDING	Partial
NORTHEAST REGION:								
Spokane	Argonne Road	2R	901,000	750,000	169,283	580,717	750,000	
Adams	Wunningham	2R	1,035,000	901,000	215,700	685,300	901,000	
Lincoln	Duck Lake	2R	1,202,000	829,600	438,000	391,600	829,600	
Chelan	West Cashmere Bridge	FA	16,692,000	2,500,000	803,200	1,696,800	2,500,000	
Ferry	Bridge Creek Section 13	3R	1,420,000	1,278,000	1,017,100	260,900	1,278,000	
Lincoln	Miles Creston	3R	1,856,000	1,670,400	442,900	1,227,500	1,670,400	
Whitman	Hume Road	RC	2,955,000	2,500,000	680,900	1,819,100	2,500,000	
Okanogan	Cameron Lake Rd	RC	1,906,000	1,715,400	1,600,800	114,600	1,715,400	
Okanogan	Salmon Cr Rd Drainage	DR	834,000	750,000	-	750,000	750,000	
Adams	McKinney Rd. #1	2R	1,186,000	1,067,400	-	64,700	64,700	P
Grant	Stratford Road (20-NE to RRX)	2R	930,000	750,000	-	750,000	750,000	
Ferry	Klondike Road Rehabilitation	2R	833,000	749,700	-	749,700	749,700	
Chelan	Mission Creek Road	2R	1,537,000	750,000	-	750,000	750,000	

<u>County</u>	<u>RoadName</u>	<u>Project Type</u>	<u>TOTAL COST</u>	<u>RATA REQ</u>	<u>FUNDING FROM PREV. BIENNIUM</u>	<u>NEW PROJ. FUNDING</u>	<u>TOTAL FUNDING</u>	<u>Partial</u>
Ferry	Inchelium Hiway Rehabilitation	2R	833,000	749,700	-	300	300	P
Whitman	Johnson Cut Off Road	2R	513,000	460,900	-	460,900	460,900	
Spokane	Brooks Road Project No. 2	3R	3,108,000	2,796,100	-	2,119,283	2,119,283	P
Chelan	Goodwin Road	3R	1,531,000	1,377,000	-	253,200	253,200	P
Lincoln	Miles Creston Road Section 1B	3R	2,242,711	1,466,800	-	442,600	442,600	P
Ferry	Trout Creek Road Section 1	3R	2,015,000	1,813,500	-	1,689,100	1,689,100	P
Okanogan	Old 97	3R	2,040,000	1,836,000	-	39,879	39,879	P
Whitman	Pullman Airport Road	RC	3,920,000	3,528,000	-	420,000	420,000	P
Adams	Lind Hatton Rd. Project #3	RC	2,566,000	2,309,400	-	1,950,000	1,950,000	P
Grant	H-SE (12-SE to SR 262)	RC	1,850,000	1,665,000	-	1,665,000	1,665,000	
RATA Requested for new projects				22,069,500		18,881,179	NEW NE Funding	
NORTHWEST REGION:								
Kitsap	Seabeck Highway # 2	3R	2,867,000	1,800,000	1,521,000	279,000	1,800,000	
Skagit	JOSH WILSON ROAD	3R	2,572,000	1,000,000	87,221	912,779	1,000,000	
San Juan	Douglas Road	3R	2,625,000	2,362,500	-	1,200,000	1,200,000	P
Clallam	Carlsborg Road	2R	525,000	472,500	-	472,500	472,500	
Kitsap	Glenwood Road SW Improvement	3R	2,380,000	2,142,000	-	921,000	921,000	P
Skagit	FRANCIS ROAD	3R	3,700,000	2,400,000	-	287,221	287,221	P
Whatcom	East Smith Road	2R	1,150,000	1,035,000	-	1,035,000	1,035,000	
Jefferson	Upper Hoh Road	2R	1,976,000	408,400	-	408,400	408,400	
Whatcom	Birch Bay Lynden Road	2R	750,000	675,000	-	165,000	165,000	P
Clallam	Laird Road	2R	550,000	495,000	-	107,900	107,900	P
RATA Requested for new projects				9,990,400		5,788,800	NEW NW Funding	
PUGET SOUND REGION								
King	Ames Lake Road Bridge No.1320A SA		14,694,000	2,600,000	-	1,700,000	1,700,000	P
Pierce	Sumner-Buckley Hwy E	2R	2,292,000	2,062,800	-	1,700,000	1,700,000	P
Snohomish	Trout Creek Bridge #494	SA	4,078,000	1,000,000	-	289,100	289,100	P
RATA Requested for new projects				4,662,800		3,689,100	NEW PS Funding	
SOUTHEAST REGION:								
Asotin	Snake River Road	2R	2,813,000	2,400,000	2,097,160	302,840	2,400,000	
Garfield	Gould City Mayview Phase 4	3R	1,748,200	1,572,800	1,407,800	165,000	1,572,800	
Klickitat	Trout Lake Highway	2R	1,243,000	1,118,700	673,000	445,700	1,118,700	
Benton	Hanks Road Phase I	RC	1,556,000	1,400,000	746,500	653,500	1,400,000	
Yakima	Independence Rd	3R	1,886,000	1,685,700	624,239	1,061,461	1,685,700	
Columbia	Kellogg Hollow Rd - Starbuck B	FA	3,476,000	695,300	-	695,300	695,300	
Asotin	Grande Ronde Road	SA	1,873,000	1,685,700	-	427,000	427,000	P
Klickitat	Sundale Road & Old Hwy 8	RC	3,700,000	3,260,000	-	1,354,300	1,354,300	P
Garfield	Kirby-Mayview Phase I	2R	2,889,000	2,600,000	-	1,135,000	1,135,000	P
Walla Walla	LOWER WAITSBURG	3R	2,554,000	2,298,600	-	1,800,000	1,800,000	P
Yakima	Independence Road phase 2	3R	2,503,000	2,252,700	-	1,438,539	1,438,539	P
Columbia	Kellogg Hollow Rd	3R	2,739,000	2,104,700	-	704,700	704,700	P
Kittitas	Vantage Highway - Overlay	2R	3,465,000	2,635,000	-	1,039,660	1,039,660	P
RATA Requested for new projects				17,532,000		11,223,000	NEW SE Funding	

<u>County</u>	<u>RoadName</u>	<u>Project Type</u>	<u>TOTAL COST</u>	<u>RATA REQ</u>	<u>FUNDING FROM PREV. BIENNIUM</u>	<u>NEW PROJ. FUNDING</u>	<u>TOTAL FUNDING</u>	<u>Partial</u>
SOUTHWEST REGION								
Grays Harbor	Garrard Creek Road	RC	1,460,000	1,287,000	1,235,833	51,167	1,287,000	
Cowlitz	South Cloverdale Road	3R	1,750,000	1,300,000	1,217,243	82,757	1,300,000	
Thurston	Vail Road SE	3R	2,500,000	1,800,000	1,186,443	613,557	1,800,000	
Lewis	Jackson Hwy S	DR	620,000	499,500	355,300	144,200	499,500	
Mason	North Shore - Cady Creek	DR	600,000	500,000	465,972	34,028	500,000	
Pacific	Stringtown Road Culvert	DR	555,000	499,500	372,568	126,932	499,500	
Wahkiakum	Eden Valley Road drainage	DR	535,010	481,500	206,500	275,000	481,500	
Clark	NE Munch Road	3R	1,119,000	950,000	700,000	250,000	950,000	
Clark	SE Blair Road	2R	1,687,000	1,509,000	-	850,000	850,000	P
Lewis	Centralia Alpha	RC	4,333,000	2,200,000	-	955,800	955,800	P
Grays Harbor	Wishkah Rd Culvert Replacement	DR	805,000	500,000	-	500,000	500,000	
Grays Harbor	Wynooche Valley Road Culvert	DR	790,000	500,000	-	500,000	500,000	
Mason	North Shore - Great Bend	DR	600,000	500,000	-	500,000	500,000	
Mason	Old Belfair Hwy	3R	1,420,000	1,188,000	-	565,972	565,972	P
Cowlitz	Dike Road	2R	1,880,000	1,692,000	-	817,287	817,287	P
RATA Requested for new projects				8,089,000		6,266,700	NEW SW Funding	
Total RATA Requested for new projects				62,343,700				

Partially funded from earlier Biennium

Project Types:

- RC = Reconstruction
- 3R = Rehabilitation
- 2R = Resurface and Restore
- DR = Drainage
- IS = Intersection
- FA = Federal Aid Bridge

Allocation Summary:

NE Region	18,881,179
NW Region	5,788,800
PS Region	3,689,100
SE Region	11,223,000
SW Region	6,266,700
Total Allocated:	45,848,779

Unallocated NE BR \$	219,660
Unallocated NE RC \$	63,761
	46,132,200

Adopted by the CRABoard on April 25, 2019

Chair's Signature

ATTEST

REQUEST FOR EMERGENCY PROJECT FUNDS – RAP PROGRAM

NW PACIFIC HIGHWAY MP 1.81 to MP 1.83 - CULVERT WASHOUT DAMAGE REPAIR CLARK COUNTY

Nature of Request:

Clark County is requesting \$532,200 in emergency RATA funding for the repair of NW Pacific Highway, MP 1.81 to MP 1.83 per their letter dated March 19, 2019. Federal funding is not available for this project, as there was no declaration emergency for road impacts issued by the governor.

Background:

NW Pacific Highway is a major collector road adjacent to Interstate 5 and between the towns of Woodland and La Center, serving local residents along this 5-mile route. It is also a freight alternate to I-5 when needed. On February 12, 2019, a 30-inch culvert just west of the Wellman Road intersection experienced a major washout due to heavy rain runoff. County road crews driving through the area discovered much of the culvert destroyed leaving a hole in the roadway. The county closed the road immediately and monitored it while the hole continued to grow. On February 13, 2019, the Clark County Council adopted resolution number 2019-02-11, declaring an emergency for Pacific Highway. The road remained closed so that the county could do the necessary repairs to open it up again. The county quickly formed a project team that designed, rebuilt and restored the road by March 29. The repairs provided a 13 foot corrugated metal pipe suitable for fish passage as required by the Department of Fish and Wildlife. Work included stabilizing the bank, and replacing guardrail and pavement.

Staff Analysis:

WAC Requirements Summary:

- Damage to the road forcing restriction and or closure – February 12, 2019
- County declared emergency –on – February 13, 2019
- Contact with WSDOT for federal funding availability. The WSDOT informed the county that among the numerous declarations by the governor related to snowfall events, none directed state or federal resources to road damage for Clark County.

WAC 136-163-030:

“A state declaration of emergency is required as a condition of receiving federal funding for road-related damages via the Emergency Relief Program or FEMA. If such federal funding has been approved or is likely to be approved, the county road administration board may provide up to one hundred percent of a county's required matching funds for such federal funding but only after the approval of the federal funds.

Should such federal funding not be forthcoming, or if the emergency is of such a scope and size that federal funding is clearly improbable, the county road administration board may provide up to eighty percent or ninety percent of the estimated eligible damages

depending upon the regional limitations as provided for in WAC 136-161-090, with the total project cost limited to the actual expenditures by the county

The road has been repaired to its pre-event condition. The county requests RATA emergency funds be approved to cover 90% of the costs of this repair.

Staff findings:

Staff has reviewed the project site and finds:

- The county declared an emergency on February 12, 2019 per its' attached resolution No. 2019-02-11.
- The county has completed needed repair of NW Pacific Highway Road at milepost 1.81 vicinity due to loss of the road by washout of the culvert.
- The county's request meets the requirements for RAP emergency funding.

Recommendation:

Staff recommends approval of \$532,200 in RATA funding for repair of NW Pacific Highway Road at milepost 1.81 – 1.83. This funding, if approved by the CRABoard, will be deducted from the county's 2021 – 2023 funding limit on the array of RAP proposed projects.



NW Pacific Hwy Emergency request



NW Pacific Hwy Emergency request

WAC 136-163-030 Limitations and conditions -- Emergency projects.

To be eligible for emergency project approval, the county must declare an emergency as provided for in RCW [36.40.180](#). If there is not yet a state declaration of emergency, the county must also, in consultation with the state military department, emergency management division and the WSDOT, evaluate the probability of receiving a state declaration of emergency. A state declaration of emergency is required as a condition of receiving federal funding for road-related damages via the Emergency Relief Program or FEMA. If such federal funding has been approved or is likely to be approved, the county road administration board may provide up to one hundred percent of a county's required matching funds for such federal funding but only after the approval of the federal funds.

Should such federal funding not be forthcoming, or if the emergency is of such a scope and size that federal funding is clearly improbable, the county road administration board may provide up to eighty percent or ninety percent of the estimated eligible damages depending upon the regional limitations as provided for in WAC [136-161-090](#), with the total project cost limited to the actual expenditures by the county.



CLARK COUNTY WASHINGTON

clark.wa.gov

PUBLIC WORKS

1300 Franklin Street
PO Box 9810
Vancouver, WA 98666-9810
564.397.6118

March 19, 2019

John Koster, Executive Director
Washington State County Road Administration Board
2404 Chandler CT SW, Suite 240
Olympia, WA 98502-6067

RE: Rural Arterial Preservation Emergency Program
NW Pacific Highway Culvert Replacement at Wellman Road
CRP# 390922

Dear Mr. Koster,

This is a formal request for \$532,200 in Rural Arterial Preservation Emergency Program funding for the NW Pacific Highway Culvert Replacement project. The total project cost is \$592,000. The Emergency Prospectus form has been submitted on RAP Online and is attached.

On February 12, 2019, NW Pacific Highway at Wellman Road experienced a major washout of a 30-inch culvert. Our county crews happened to drive through the area and noticed excessive water collecting on the north side of the roadway. The crew members discovered the roadway had been undermined, and as a result, had ripped away part of the culvert creating a hole in the roadway. We immediately closed the road to all traffic. The closure was captured by the local television stations and newspapers for public notification. The area was monitored daily as the hole continued to grow larger.

On February 13, 2019, the County Council adopted resolution number 2019-02-11, declaring a local public works emergency for Pacific Highway.

My staff quickly formed a project team, engaged consultants with technical expertise to analyze the situation and develop a plan for replacing the failed culvert, restoring the roadway, and repairing the embankment and guardrail.

On March 8, 2019, contracts were executed with Thompson Bros. Excavating, Inc. to replace the culvert with a 13-foot corrugated metal pipe fish passable culvert, stabilize the bank, and complete appropriate repairs to the damaged guardrail and asphalt.



For other formats, contact
the Clark County ADA Office

Voice 360.397.2322
Fax 360.397.6165

Relay 711 or 800.833.6388
Email ADA@clark.wa.gov

The new culvert is a typical fish passable culvert that the Department of Fish and Wildlife would require. Pacific Highway is an alternative freight route to I-5, and it is important to keep this roadway open for freight mobility and public safety.

Thank you for continued support on our capital projects. If you have any questions, please contact myself at 564-397-4358, or Susan Wilson at 564-397-4330.

Sincerely,



Ahmad Qayoumi, PE
Public Works Director/County Engineer

Enclosed: Rural Arterial Program Emergency Prospectus

c: Susan Wilson, Clark County Public Works Programming
Robin Washington, Clark County Project Management
Darlene Sharar, Clark County Public Works Programming
Lori Pearce, Clark County Public Works Finance
Amanda Scott, Clark County Public Works Finance

DECLARATION OF EMERGENCY

DUE TO AN ANTICIPATED LONG TERM ROAD CLOSURE EMERGENCY

RESOLUTION NO. 2019-02-11

A RESOLUTION declaring a local public works emergency

WHEREAS, the Director of Clark County Public Works Department has reported to the Clark County Council that beginning February 13, 2019, that recent snow and rain has triggered a road washout on Northwest Pacific Highway northwest of La Center.

WHEREAS, this road closure will require extensive rebuilding before it can reopen to traffic;

WHEREAS, under the above referenced conditions there is substantial likelihood of risk to the citizens of Clark County and the neighboring cities; and

WHEREAS, the conditions stated above constitute an emergency for the County, necessitating activation of the Clark County Comprehensive Emergency Management Plan and the utilization of emergency powers granted pursuant to RCW 38.52.070(2), and 38.52.110(1);

NOW THEREFORE, the of County Council of Clark County, Washington does resolve as follows:

Section 1. There is hereby declared an emergency, as defined in the Clark County Comprehensive Emergency Management Plan (PLAN), due to the long term road closure.

Section 2. Pursuant to the emergency declared at Section 1, County departments and offices, as designated pursuant to the PLAN, are authorized to enter into contract and incur obligations necessary to combat such emergency to protect safety of the citizens of the County, and provide emergency assistance to the victims of such emergency, consistent with the PLAN.

Section 3. The declaration of a local emergency set forth at Section 1 shall terminate at midnight (first Wednesday following the 30th day after the date this resolution is adopted) unless extended by the County Council.

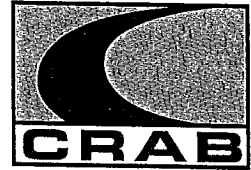


Clark County Chair

WASHINGTON STATE

County Road Administration Board

2404 Chandler Court SW Suite #240 Olympia, WA 98504-0913 www.crab.wa.gov
360/753-5989 FAX 360/586-0386



March 1, 2019

Commissioner Scott Hutsell
WSAC President
206 Tenth Avenue SE
Olympia, WA 98501-1311

CRABoard Appointments

Dear Commissioner Hutsell:

It is time again to begin the process to fill the positions of three CRABoard members whose terms expire June 30, 2019. This year, Whitman County Engineer Mark Storey, P.E., Franklin County Commissioner Bob Koch, and Lincoln County Commissioner Rob Coffman's terms expire. County Engineer Storey has served on the Board since July 2013, Commissioner Koch has served on the Board since January 2017, and Commissioner Coffman since July 2013.

In compliance with state law (RCW 36.78.040), the three positions must be filled under the following populations:

County Engineer Storey = population between 20,000 and 125,000

Commissioner Koch = population between 20,000 and 125,000

Commissioner Coffman = population less than 20,000

The only restriction is that no more than one member of the Board shall be from any single county. The WSAC Board of Directors is free to reappoint present members to the CRABoard, or to appoint replacements. There is no statutory limit on the number of terms served.

By copy of this letter, I am reminding WSACE President Paul Randall-Grutter, P.E. that he needs to make available to you two nominations for the position presently occupied by Mark Storey.

If you have questions about any part of this process, please call me at 360.753.5989.

Sincerely,

A handwritten signature in black ink that reads "John Koster". The signature is fluid and cursive, with the first letters of each word being capitalized and prominent.

JOHN KOSTER
Executive Director


Cc: Rob Coffman, CRABoard Vice Chair
Mark Storey, P.E., Whitman County Engineer
Bob Koch, Franklin County Commissioner
Eric Johnson, WSAC Executive Director
Paul Randall-Grutter, P.E WSACE President

Washington State
County Road Administration Board
2404 Chandler Court SW, Ste 240, Olympia, WA 98504-0913
360/753.5989 – www.crab.wa.gov



April 1, 2019

TO: Interested Parties

FROM: John Koster, Executive Director 

SUBJECT: "County Engineer of the Year" Nominations

Each year the County Road Administration Board honors a County Engineer as the "County Engineer of the Year".

We are offering an opportunity to all interested parties from across the state to participate in nominating a County Engineer for this award.

If you know of a County Engineer who has been doing an exceptionally good job and deserves extra recognition, may I suggest that you nominate him or her by completing the attached nomination form and submit it via e-mail to Karen Pendleton at karen@crab.wa.gov no later than **May 10, 2019**. Your nomination will be considered with all other nominees.

The award will be made during the annual engineer's banquet in June during the WSACE Summer Conference at the Semiahmoo Resort in Whatcom County.

If you have questions, please contact me at 360.753.5989.

NOMINATION FORM
WSACE "County Engineer of the Year"

2019

Nominee: _____

County: _____

Provide data in one or more of the following categories.

- Category 1 – MANAGEMENT SKILLS
(Provide details and samples/examples of why this engineer is an outstanding manager.)

- Category 2 – PUBLIC RELATIONS
(Provide details and samples/examples of why this engineer has outstanding skills in dealing with the public, with other county departments, and/or with the Board of Commissioners.)

- Category 3 – ENGINEERING EXPERTISE
(Provide details and samples/examples of how this engineer has demonstrated outstanding engineering skills and/or expertise.)

- Category 4 – COMMUNITY ACTIVITIES
(Provide details and samples/examples of how this engineer has helped to make the community/county a better place to live.)

- Category 5 – WSACE COMMITTEE ACTIVITY
(Provide details and samples/examples of how this engineer has provided leadership and/or support to help further the goals of the Association.)

- Category 6 – OTHER ACTIVITIES/QUALIFICATIONS
(Provide details and samples/examples of how this engineer has provided special support, expertise, and/or leadership in some related or unrelated field.)

[] Category 7 – SPECIAL CATEGORY
(List any special honors or awards that have been received by this engineer,
provide the names of the award(s), when received, etc.)

SUBMITTED BY:

Date



WSACE

2018 Project/Program Manager of the Year Award Nomination Form

Application Deadline: May 10, 2019

Nominee:		Title:	
County:		Department:	
Office Address:		Phone:	
City:	State:	Zip/Postal Code:	
	WA		
<p>The following information will be used as selection criteria for the Awards Committee:</p> <p>This award will be presented annually to recognize a county project manager or county program manager working below the county engineer or agency head management level for outstanding service and meritorious achievement in or for a county in managing a construction project or a pavement, safety, operations, bridge, or other public works program.</p> <p>Eligible nominees could include supervisors, foremen, or engineers who manage a project or program. Nominations can be submitted by any WSACE voting member to the Awards Committee. Endorsements by County Board of Commissioners, County Executive or Council are encouraged although not required.</p> <p>The specific project or program must have been completed in 2018. If a project, it must be completed in 2018 or if a program substantially underway in 2018. A specific discussion on the actual project or program, its significance and importance, and the individual's performance and contribution to complete the project or program on time and within budget is requested as a part of the submission.</p>			
Nominated by:		Title:	
County:		Department:	
Office Address:		Phone:	
City:	State:	Zip/Postal Code:	
	WA		

Submit completed form and supporting documents to:

Karen Pendleton, Executive Assistant
County Road Administration Board
 karen@crab.wa.gov
 Ph. 360.753.5989

County Road Administration Board Agency Summary BITD as of March 2019

Fund 108 MVF Admin Operating

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,536,308	1,365,753	1,176,176	189,577	360,132
Employee Benefits	506,915	442,796	362,328	80,468	144,587
Travel	77,689	70,559	73,102	(2,543)	4,587
Capital Outlays	87,395	75,644	14,422	61,222	72,973
Grants, Benefits & Client Services	276	276	276	0	0
Goods and Services	511,417	450,577	452,357	(1,780)	59,060
Sum:	2,720,000	2,405,605	2,078,661	326,944	641,339

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	65,004	43,032	21,972	1,365,753	1,176,176	189,577
Employee Benefits	21,366	13,710	7,656	442,796	362,328	80,468
Goods and Services	21,357	17,165	4,192	450,577	452,357	(1,780)
EA Supplies and Materials	590	0	590	3,890	6,991	(3,101)
EB Communications/Telecommunications	210	139	71	4,828	6,610	(1,782)
EC Utilities	810	368	442	6,168	6,132	36
ED Rentals and Leases - Land & Buildings	1,862	1,862	0	49,210	47,034	2,176
EE Repairs, Alterations & Maintenance	0	0	0	230	229	1
EF Printing and Reproduction	38	78	(40)	1,198	1,625	(427)
EG Employee Prof Dev & Training	266	123	143	8,586	11,682	(3,096)
EH Rental & Leases - Furn & Equipment	35	35	(0)	909	1,406	(497)
EJ Subscriptions	44	0	44	924	657	267
EK Facilities and Services	7,500	7,951	(451)	158,497	165,734	(7,237)
EL Data Processing Services (Interagency)	5,772	5,119	653	120,216	109,981	10,235
EM Attorney General Services	421	(700)	1,121	8,841	11,162	(2,321)
EN Personnel Services	2,670	2,070	600	44,484	44,399	85
EP Insurance	119	120	(1)	8,693	6,246	2,447
ER Other Contractual Services	0	0	0	11,430	4,538	6,892
ES Vehicle Maintenance & Operating Cst	0	1	(1)	0	4,263	(4,263)
EW Archives & Records Management Svcs	0	0	0	679	679	0
EY Software Licenses and Maintenance	1,020	0	1,020	21,420	22,988	(1,568)
EZ Other Goods and Services	0	0	0	374	0	374
Travel	1,170	2,226	(1,056)	70,559	73,102	(2,543)
Capital Outlays	3,917	0	3,917	75,644	14,422	61,222
JA Noncapitalized Assets	3,917	0	3,917	75,644	12,214	63,430
JB Noncapitalized Software	0	0	0	0	2,208	(2,208)
Grants, Benefits & Client Services	0	0	0	276	276	0
Total Dollars	112,814	76,133	36,681	2,405,605	2,078,661	326,944

Category

Fund 186 CAPA Operating

FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
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Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	721,656	622,329	598,331	23,998	123,325
Employee Benefits	242,485	208,669	202,214	6,455	40,271
Professional Service Contracts	0	0	33,705	(33,705)	(33,705)
Travel	117,793	103,162	39,230	63,933	78,564
Capital Outlays	116,846	116,846	65,213	51,633	51,633
Grants, Benefits & Client Services	300	300	300	0	0
Interagency Reimbursements	0	0	(132,164)	132,164	132,164
Goods and Services	392,920	346,650	358,640	(11,990)	34,280
Sum:	1,592,000	1,397,956	1,165,469	232,487	426,531

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	32,916	39,584	(6,668)	622,329	598,331	23,998
Employee Benefits	11,232	13,033	(1,801)	208,669	202,214	6,455
Professional Service Contracts	0	0	0	0	33,705	(33,705)
CA Management and Organizational Services	0	0	0	0	13,705	(13,705)
CD Computer/Information Services	0	0	0	0	20,000	(20,000)
Goods and Services	17,672	85,252	(67,580)	346,650	358,640	(11,990)
EA Supplies and Materials	375	0	375	11,875	9,278	2,597
EB Communications/Telecommunications	736	548	188	15,456	9,920	5,536
EC Utilities	3,373	1,451	1,922	23,611	22,072	1,539
ED Rentals and Leases - Land & Buildings	7,349	7,349	0	154,329	146,980	7,349
EE Repairs, Alterations & Maintenance	0	0	0	903	903	(0)
EF Printing and Reproduction	158	307	(149)	5,318	6,416	(1,098)
EG Employee Prof Dev & Training	1,106	484	622	23,226	12,364	10,862
EH Rental & Leases - Furn & Equipment	144	139	5	3,624	5,140	(1,516)
EJ Subscriptions	181	0	181	3,801	1,836	1,965
EK Facilities and Services	0	0	0	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	939	939	(0)
ER Other Contractual Services	0	0	0	8,449	8,449	0
ES Vehicle Maintenance & Operating Cst	0	4	(4)	5,631	5,849	(218)
EW Archives & Records Management Svcs	0	0	0	0	0	0
EY Software Licenses and Maintenance	4,250	75,204	(70,954)	89,250	130,007	(40,757)
EZ Other Goods and Services	0	(234)	234	238	(1,325)	1,563
Travel	4,877	(35)	4,912	103,162	39,230	63,933
Capital Outlays	0	0	0	116,846	65,213	51,633
JA Noncapitalized Assets	0	0	0	116,846	65,213	51,633
Grants, Benefits & Client Services	0	0	0	300	300	0
Interagency Reimbursements	0	(132,164)	132,164	0	(132,164)	132,164
Total Dollars	66,697	5,670	61,027	1,397,956	1,165,469	232,487

<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>
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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	761,885	662,811	649,388	13,423	112,497
Employee Benefits	243,506	211,388	208,081	3,307	35,425
Travel	10,935	6,990	12,014	(5,024)	(1,079)
Capital Outlays	9,188	9,188	1,209	7,979	7,979
Grants, Benefits & Client Services	25	25	24	1	1
Goods and Services	30,461	28,041	20,921	7,120	9,540
Sum:	1,056,000	918,443	891,636	26,807	164,364

<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	33,013	35,162	(2,149)	662,811	649,388	13,423
Employee Benefits	10,706	11,485	(779)	211,388	208,081	3,307
Goods and Services	1,005	823	182	28,041	20,921	7,120
EA Supplies and Materials	30	0	30	630	742	(112)
EB Communications/Telecommunications	59	44	15	1,237	794	443
EC Utilities	270	116	154	1,889	1,766	123
ED Rentals and Leases - Land & Buildings	588	588	0	12,347	11,758	589
EE Repairs, Alterations & Maintenance	0	0	0	72	72	(0)
EF Printing and Reproduction	13	25	(12)	268	513	(245)
EG Employee Prof Dev & Training	0	39	(39)	1,508	989	519
EH Rental & Leases - Furn & Equipment	24	11	13	294	411	(117)
EJ Subscriptions	15	0	15	309	147	162
EK Facilities and Services	0	0	0	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	75	75	(0)
ER Other Contractual Services	0	0	0	676	676	0
ES Vehicle Maintenance & Operating Cst	0	0	(0)	450	468	(18)
EW Archives & Records Management Svcs	0	0	0	0	0	0
EY Software Licenses and Maintenance	0	0	0	8,160	2,524	5,636
EZ Other Goods and Services	6	0	6	126	0	126
Travel	330	22	308	6,990	12,014	(5,024)
Capital Outlays	0	0	0	9,188	1,209	7,979
JA Noncapitalized Assets	0	0	0	9,188	1,209	7,979
Grants, Benefits & Client Services	0	0	0	25	24	1
Total Dollars	45,054	47,491	(2,437)	918,443	891,636	26,807

GISMO UAR - WSAC - Approp 9A0 Fund 186 - EXPENDED

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Professional Service Contracts	100,000	100,000	10,295	89,705	89,705
Capital Outlays	12,500	12,500	0	12,500	12,500
Goods and Services	147,500	147,500	249,705	(102,205)	(102,205)
Sum:	260,000	260,000	260,000	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>
Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Professional Service Contracts	0	0	0	100,000	10,295	89,705
CA Management and Organizational Services	0	0	0	0	10,295	(10,295)
CD Computer/Information Services	0	0	0	100,000	0	100,000
Goods and Services	0	0	0	147,500	249,705	(102,205)
EA Supplies and Materials	0	0	0	0	37	(37)
EB Communications/Telecommunications	0	0	0	0	1,031	(1,031)
EL Data Processing Services (Interagency)	0	0	0	0	0	(0)
EY Software Licenses and Maintenance	0	0	0	147,500	248,637	(101,137)
Capital Outlays	0	0	0	12,500	0	12,500
JA Noncapitalized Assets	0	0	0	12,500	0	12,500
Total Dollars	0	0	0	260,000	260,000	0

Fund 186 CAPA 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	38,434,000	33,198,000	32,817,697	380,303	5,616,303
Sum:	38,434,000	33,198,000	32,817,697	380,303	5,616,303

<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	1,249,000	1,206,660	42,340	33,198,000	32,817,697	380,303
Total Dollars	1,249,000	1,206,660	42,340	33,198,000	32,817,697	380,303

Fund 102 RATA 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>
Travel	0	0	0	0	0
Grants, Benefits & Client Services	63,186,000	58,356,500	39,039,693	19,316,807	24,146,307
Sum:	63,186,000	58,356,500	39,039,693	19,316,807	24,146,307

<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>
Travel	0	0	0	0	0	0
GA In-State Subsistence & Lodging	0	0	0	0	0	0
Grants, Benefits & Client Services	2,077,500	238,788	1,838,712	58,356,500	39,039,693	19,316,807
Total Dollars	2,077,500	238,788	1,838,712	58,356,500	39,039,693	19,316,807

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	706,000	705,800	200	200
Sum:	706,000	706,000	705,800	200	200

<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	706,000	705,800	200
Total Dollars	0	0	0	706,000	705,800	200

**CRAB All Funds
17-19 Projections**

Category	B118	Exp. Thru	Projected	Projected	Projected	Projected	Projected
	Allotments	FM 21 Mar-2019	FM 22 Apr-2019	FM 23 May-2019	FM 24 Jun-2019	Exp. Total	Variance
Salaries and Wages	3,019,849	2,423,895	118,474	118,474	118,474	2,779,317	240,532
Employee Benefits	992,906	772,623	38,677	38,677	38,677	888,654	104,252
Professional Service Contracts	-	-	-	-	-	-	0
Goods and Other Services	934,798	733,459	30,020	28,533	209,723	1,001,735	(66,937)
Travel	206,417	124,346	9,234	6,377	6,377	146,334	60,083
Capital Outlays	213,429	80,843	-	-	132,585	213,428	1
Grants	601	600	-	-	-	600	1
Sum:	5,368,000	4,135,767	196,405	192,061	505,836	5,030,069	337,931
Category							
Salaries and Wages	3,019,849	2,423,895	118,474	118,474	118,474	2,779,317	240,532
Employee Benefits	992,906	772,623	38,677	38,677	38,677	888,654	104,252
Professional Service Contracts	-	-	-	-	-	-	0
CA Professional Service Contracts	-	-	-	-	-	-	0
Goods and Other Services	934,798	733,459	30,020	28,533	209,723	1,001,735	(66,937)
EA Supplies and Materials	17,880	17,012	974	974	974	19,934	(2,054)
EB Communications/Telecommunications	24,532	17,323	893	893	1,017	20,126	4,406
EC Utilities	36,118	29,969	1,299	1,299	1,299	33,866	2,252
ED Rentals and Leases - Land & Buildings	245,282	205,772	9,799	9,799	9,799	235,169	10,113
EE Repairs Alterations and Maint	1,205	1,204	50	50	8,050	9,354	(8,149)
EF Printing and Reproduction	7,406	8,554	355	355	368	9,632	(2,226)
EG Employee Prof Dev & Training	37,436	25,035	-	-	13,046	38,081	(645)
EH Rental & Leases - Furn & Equipment	5,390	6,957	197	197	197	7,548	(2,158)
EJ Subscriptions	5,748	2,640	43	43	2,663	5,389	359
EK Facilities and Services	180,995	165,533	7,540	7,540	21,540	202,153	(21,158)

Category	B118	Exp. Thru	Projected	Projected	Projected	Projected	Projected
	Allotments	FM 21 Mar-2019	FM 22 Apr-2019	FM 23 May-2019	FM 24 Jun-2019	Exp. Total	Variance
EL Data Processing Services (Interagency)	137,536	109,981	5,653	5,121	5,121	125,876	11,660
EM Attorney General Services	10,104	11,162	-	-	2,477	13,639	(3,535)
EN Personnel Services	51,294	44,399	2,667	2,141	2,141	51,348	(54)
EP Insurance	10,064	7,260	121	121	121	7,623	2,441
ER Other Contractual Services	21,555	13,663	332	-	-	13,995	7,560
ES Vehicle Maintenance & Operating Cst	6,081	10,579	-	-	-	10,579	(4,498)
EW Archives & Records Management Svcs	776	679	97	-	-	776	0
EY Software Licenses and Maintenance	134,640	57,060	-	-	139,063	196,123	(61,483)
EZ Other Goods and Services	756	(1,325)	-	-	1,847	522	234
Travel	206,417	124,346	9,234	6,377	6,377	146,334	60,083
Capital Outlays	213,429	80,843	-	-	132,585	213,428	1
JA Noncapitalized Assets	213,429	80,843	-	-	132,585	213,428	1
Grants	601	600	-	-	-	600	1
Total Dollars	5,368,000	4,135,767	196,405	192,061	505,836	5,030,069	337,931
Grants to Counties							
Grants	102,326,000	72,563,191	2,955,500	2,300,000	24,507,110	102,325,801	199
Total Dollars	102,326,000	72,563,191	2,955,500	2,300,000	24,507,110	102,325,801	199
		Still Awaiting Projections for:		All Budget Versions			
	Finished	Phone System			Watech Centralization		71,000
	Finished	Impact for GIS-MO to current biennium Exp			Total Budget w/Gov		408,931

State of Washington
Office of Financial Management

Two Way RecSum Version Compare

Agency: 406 - County Road Administration Board

Version: GT4 - GT4 TRN House Floor Passage

Version: GT5 - GT5 Senate Floor Passage

Dollars in Thousands

	Version: GT4 (Trans.)			Version: GT5 (Trans.)			Difference (2-1)		
	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds
2017-19 Expenditure Authority	17.5	0	5,369	17.5	0	5,369	.0	0	0
2017-19 Total Proposed Budget	17.5		5,369	18		5,369			
% Change from Current Biennium									

State of Washington
Office of Financial Management

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Dollars in Thousands

	Version: GT4 (Trans.)			Version: GT5 (Trans.)			Difference (2-1)		
	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds
2017-19 Expenditure Authority	0.0	0	102,326	0.0	0	102,326	.0	0	0
2017-19 Total Proposed Budget			102,326			102,326			
% Change from Current Biennium									

Two Way RecSum Version Compare

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Version: GT5 - GT5 Senate Floor Passage

Dollars in Thousands

	Version: GT4 (Trans.)			Version: GT5 (Trans.)			Difference (2-1)		
	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds
2019-21 Expenditure Authority	0.0	0	0	0.0	0	0	.0	0	0
Carry Forward Level									
8R Retirement Buyout Costs	(0.3)	0	(132)	(0.3)	0	(132)	0.0	0	0
91J CTS Central Services Correction	0.0	0	1	0.0	0	1	0.0	0	0
91R OFM Central Services Correction	0.0	0	1	0.0	0	1	0.0	0	0
91U OFM Human Resource Svcs Correction	0.0	0	1	0.0	0	1	0.0	0	0
92J CTS Central Services	0.0	0	(2)	0.0	0	(2)	0.0	0	0
92K DES Central Services	0.0	0	1	0.0	0	1	0.0	0	0
92R OFM Central Services	0.0	0	(2)	0.0	0	(2)	0.0	0	0
GCS Central Services Carryforward Adj	0.0	0	2	0.0	0	2	0.0	0	0
GL9 Non-Rep General Wage Increase	0.0	0	94	0.0	0	94	0.0	0	0
GLU PERS & TRS Plan 1 Benefit Increase	0.0	0	1	0.0	0	1	0.0	0	0
GZF Paid Family Leave--Employer Premium	0.0	0	2	0.0	0	2	0.0	0	0
GZH DES Rate Compensation Changes	0.0	0	3	0.0	0	3	0.0	0	0
Total Carry Forward Level	(0.3)	0	(30)	(0.3)	0	(30)	.0	0	0
% Change from Current Biennium	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%
Maintenance Level									
0002 Technical Adj - FY Split				0.0	0	0			
91B DES Consolidated Mail Rate Increase	0.0	0	3	0.0	0	3	0.0	0	0
92A State Data Center	0.0	0	(4)	0.0	0	(4)	0.0	0	0
92D Audit Services	0.0	0	20	0.0	0	20	0.0	0	0
92E Legal Services	0.0	0	(6)	0.0	0	(6)	0.0	0	0
92J CTS Central Services	0.0	0	(8)	0.0	0	(8)	0.0	0	0
92K DES Central Services	0.0	0	(23)	0.0	0	(23)	0.0	0	0

Two Way RecSum Version Compare

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Version: GT5 - GT5 Senate Floor Passage

Dollars in Thousands

	Version: GT4 (Trans.)			Version: GT5 (Trans.)			Difference (2-1)		
	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds
92R OFM Central Services	0.0	0	0	0.0	0	0	0.0	0	0
92S Workers' Compensation	0.0	0	(1)	0.0	0	(1)	0.0	0	0
92X Self-Insurance Liability Premium	0.0	0	(1)	0.0	0	(1)	0.0	0	0
PEB Adjust PEB Rate for Use of Reserves	0.0	0	24	0.0	0	24	0.0	0	0
Total Maintenance Level	(0.3)	0	(26)	(0.3)	0	(26)	.0	0	0
% Change from Current Biennium	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%
Policy Level									
AQ State Data Center Transition	0.0	0	24	0.0	0	24	0.0	0	0
Subtotal - Policy Level Changes	0.0	0	24	0.0	0	24	.0	0	0
2019-21 Total Proposed Budget	(.3)		(2)	0		(2)			
% Change from Current Biennium									

State of Washington
Office of Financial Management

Two Way RecSum Version Compare

Agency: 406 - County Road Administration Board

Version: GT4 - GT4 TRN House Floor Passage

Version: GT5 - GT5 Senate Floor Passage

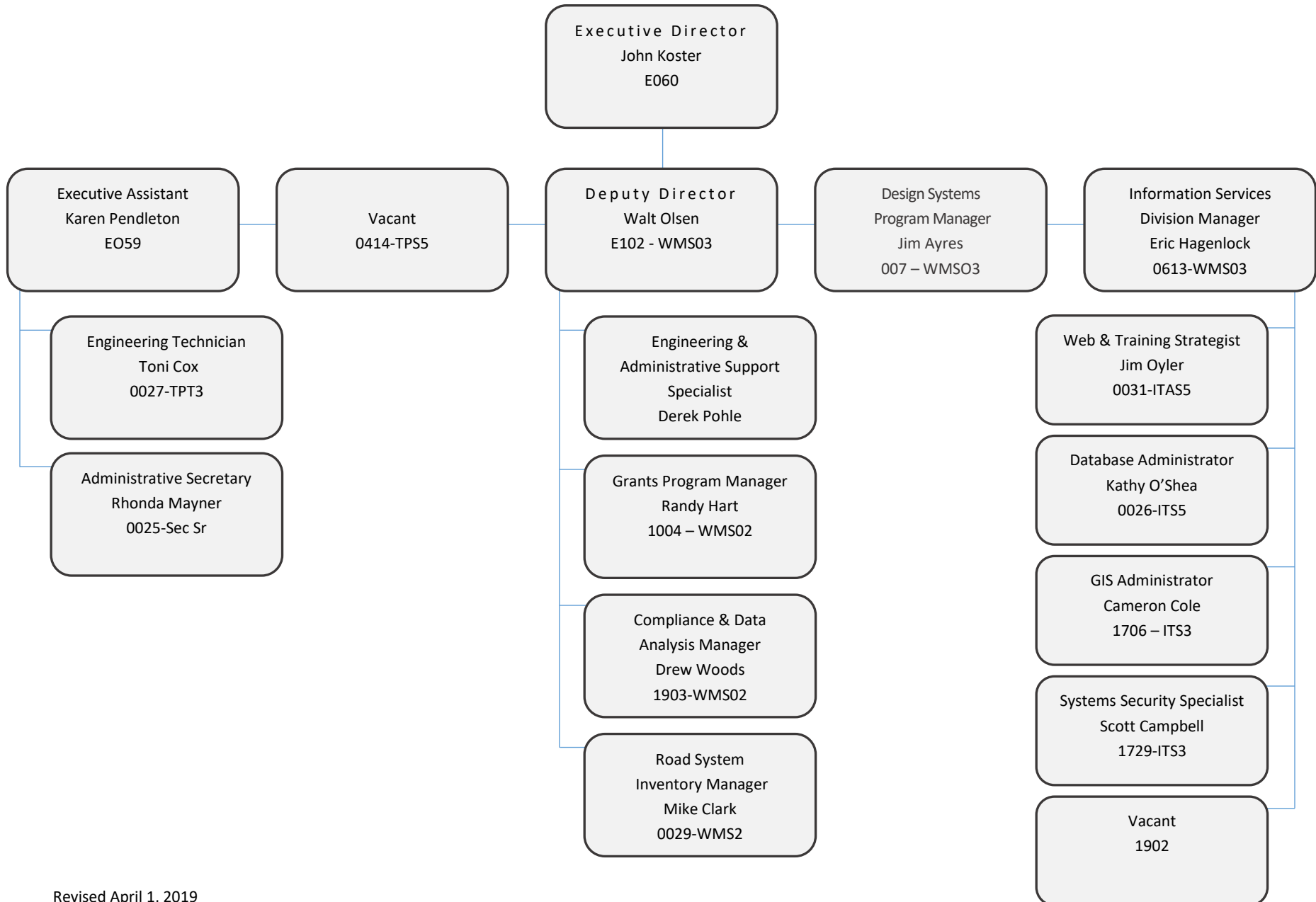
Dollars in Thousands

	Version: GT4 (Trans.)			Version: GT5 (Trans.)			Difference (2-1)		
	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds	Average Annual FTEs	General Fund State	Other Funds
2019-21 Expenditure Authority	0.0	0	0	0.0	0	0	.0	0	0
Carry Forward Level									
AH Increase Authority	0.0	0	(8,000)	0.0	0	(8,000)	0.0	0	0
AL County Ferry Capital Improvement	0.0	0	(706)	0.0	0	(706)	0.0	0	0
AM Rural Arterial Trust Capital	0.0	0	(42,303)	0.0	0	(42,303)	0.0	0	0
AN County Arterial Preservation	0.0	0	(30,590)	0.0	0	(30,590)	0.0	0	0
CWA Connecting Washington Investments	0.0	0	(9,688)	0.0	0	(9,688)	0.0	0	0
GRP Capital Reappropriation	0.0	0	(11,039)	0.0	0	(11,039)	0.0	0	0
Total Carry Forward Level	0.0	0	(102,326)	0.0	0	(102,326)	.0	0	0
% Change from Current Biennium	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%	.0%
Policy Level									
AL County Ferry Capital Improvement	0.0	0	706	0.0	0	706	0.0	0	0
AM Rural Arterial Trust Capital	0.0	0	65,996	0.0	0	65,996	0.0	0	0
AN County Arterial Preservation	0.0	0	39,590	0.0	0	39,590	0.0	0	0
AP Ferry Capital Improvement - Skagit	0.0	0	750	0.0	0	750	0.0	0	0
Subtotal - Policy Level Changes	0.0	0	107,042	0.0	0	107,042	.0	0	0
2019-21 Total Proposed Budget			4,716			4,716			
% Change from Current Biennium									

COUNTY ROAD ADMINISTRATION BOARD

6 County Commissioners / Council Members & 3 County Engineers

Organization Chart



FINAL BILL REPORT

SB 5923

Synopsis as Enacted

Brief Description: Establishing an emergency loan program to be administered by the county road administration board.

Sponsors: Senators Hobbs, King and Lovelett.

Senate Committee on Transportation
House Committee on Transportation

Background: The County Road Administration Board (CRAB) is a nine-member board comprised of six county commissioners or councilmembers and three county engineers. The 9-member CRAB was created by the Legislature in 1965 to provide statutory oversight of Washington's 39 county road departments. CRAB administers the Rural Arterial Program, the County Arterial Preservation Program, and the County Ferry Capital Improvement Program.

Under certain conditions, CRAB can provide funding for emergency projects from the Rural Arterial Trust Account (RATA). To be eligible for such emergency funds, the requesting county must declare an emergency. The requesting county's eligibility for RATA funding in the next funding period is also reduced by the amount of RATA funding provided. If the county's eligible funding is insufficient, the requesting county must withdraw, amend, or delay a project equal to the RATA funding provided.

Summary: CRAB is authorized to create a self-supporting emergency revolving loan program for counties with a population of fewer than 800,000 people. CRAB must report on various aspects of the program by December 1st of even-numbered years. The CRAB Emergency Loan Account is created as a non appropriated fund in the custody of the state treasurer and the account will retain its own interest.

Loans from the program may only go to eligible counties where a county, state, or federal disaster has been declared. The county receiving a loan must agree to repay the loan to the program, with interest of not more than 3 percent. A loan from the program must be used for road or bridge work that:

- is necessary due to a natural or manmade event for which a disaster was declared;
- causes a roadway section or structure to be closed or substantially restricted to normal use; and
- is beyond the scope of work done by the county in restoring damages normally or reasonably expected to occur.

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not a part of the legislation nor does it constitute a statement of legislative intent.

Chapter 136-250 WAC

ALLOCATION OF EMERGENCY LOAN ACCOUNT (ELA) FUNDS TO EMERGENCY PROJECTS

WAC Sections

136-250-010 Purpose and authority.

136-250-020 Definitions.

136-250-030 Limitations and conditions—Emergency projects.

136-250-040 Action by the county road administration board.

136-250-010

Purpose and authority.

RCW 36.78.070 provides for the authorization of County Road Administration Board Emergency Loan Account (ELA) funds for projects of an emergency nature. This chapter describes the manner in which counties may request ELA funds for such projects and the manner in which the county road administration board will respond to such requests.

136-250-020

Definitions.

For the purposes of this chapter, the term "emergency nature" as used in RCW 36.78.070 shall be defined as follows:

(1) Emergency project: Work of either a temporary or permanent nature, which restores roadway sections and structures to the pre-disaster condition and may include reconstruction to current design standards. This work is the result of a sudden natural or man-made event that results in the destruction or severe damage to all county jurisdiction roadway sections or structures such that, in the consideration of public safety and use, the roadway sections or structures must be immediately closed or substantially restricted to normal traffic. Work of an emergency nature is also beyond the scope of work done by a county in repairing damages normally or reasonably expected from seasonal or other natural conditions, and is beyond what would be considered maintenance, regardless of how extensive the maintenance may be.

136-250-030

Limitations and conditions—Emergency projects.

To be eligible for emergency project approval, the county must declare an emergency as provided for in RCW 36.40.180. If there is not yet a state declaration of emergency, the county must also, in consultation with the state military department, emergency management division and the WSDOT, evaluate the probability of receiving a state declaration of emergency. A state declaration of emergency is required as a condition of receiving federal funding for road-related damages via the Emergency Relief Program or FEMA. ELA funds may be authorized in advance of federal funding approval as a capitalization advance with the understanding that upon approval of federal funds those federal funds will be used to repay the ELA account for the capitalization advance. If such federal funding has been approved or is likely to be approved, the county road administration board may provide up to one hundred percent of a county's required matching funds for such federal funding.

Should such federal funding not be forthcoming, or if the emergency is of such a scope and size that federal funding is clearly improbable, the county road administration board may provide up to one hundred percent of the estimated eligible damages. ELA funds may be authorized in advance as a capitalization advance with the understanding that county or other state funds will be used to repay the ELA account for the capitalization advance.

All projects for which ELA funding is being requested under this chapter are subject to the following:

- (1) The requesting county has the sole burden of making a clear and conclusive presentation to the county road administration board that the project is an emergency as described in WAC 136-250-020;
- (2) The requesting county agrees to a repayment schedule over the next two years in an amount equal to the ELA funds, plus interest, as provided in the CRAB/County contract for the emergency project.

136-250-040

Action by the county road administration board.

Counties may request consideration and action by the county road administration board at any time; however, the county road administration board will address all such requests at its next regular quarterly meeting. A county may request, and the county road administration board chair may convene, a special meeting to consider such a request as provided for in WAC 136-01-030.



WASHINGTON ROAD USAGE CHARGE STEERING COMMITTEE MEETING

March 14, 2019 | Meeting Summary

ATTENDEES

Steering Committee Members

Chair Joe Tortorelli, WSTC Commissioner

Anthony Buckley, WSDOT

David Burnett, Chehalis Tribe

Roy Jennings, WSTC

John Koster, Counties

Sharon Nelson, Consumer Representative

Mayor Mary Lou Pauly, Cities

Jason Richter, Office of the State Treasurer

Hester Serebrin, WSTC

Ted Trepanier, INRIX

Frederick Wade, Department of Licensing

Tom Walrath, Trucking

WSTC Staff

Reema Griffith, Executive Director

Paul Parker, Deputy Director

Carl See, Senior Financial Analyst

NOTE: Presentation materials are available on the Washington State Road Usage Charge website (<https://waroadusagecharge.org/about/steering-committee/>). What follows is a summary of the discussion that followed the presentations. Responses to questions and comments are in *italics*.

WELCOME & INTRODUCTIONS

Chair Tortorelli called the meeting to order and the Committee introduced themselves. Chair Tortorelli noted that the legislators are unable to attend due to session. Three white papers will be discussed today. We are hoping to reach agreement, but any dissenting views will be reflected in the papers. Papers will remain draft until they go to the Commission in the fall.

PUBLIC COMMENT PERIOD

No members of the public were present and wanting to comment.

RECAP OF DIRECTION PROVIDED BY STEERING COMMITTEE

Jeff Doyle of D'Artagnan Consulting noted that the data analysis is wrapping up now and the Committee will hear more in May and June. Today is about moving the findings process along. Transportation Commission will receive the final report in late fall and will decide if they wish to make additional recommendations. It will then go on to the Legislature and the Federal Highway Administration (FHWA), the primary funder of this work.

Jeff walked through what the consulting team believes the Committee has decided to date (starts on Slide 8).

Discussion

I have gone with majority opinion on replacement of the gas tax, but I'd be willing to support this tool for other purposes, for example, congestion pricing. Phase-ins work well in my experience and **once people get used to an idea, other things can be added.**

My understanding is that this decision was for the legislature to make and we don't want to make a recommendation.

We have rules now around allocations with local governments and there would be a political impact if that changes.

Does the Steering Committee want to move the entire topic to the legislature or do we want to say for study purposes we recommend the following?

It was our working assumption that the legislature didn't want us to decide. Our charge was could a RUC be a replacement for or overlap with the gas tax. If the legislature wants additional work on this, they can ask the WSTC to do that.

MOTOR VEHICLE FUEL TAX (MVFT) BOND REQUIREMENTS & RUC

Jeff Doyle of D'Artagnan noted that the two primary issues are 1) what can be done if the state wants to adopt a RUC but bonds backed by the gas tax revenue are still outstanding and 2) what is the feasibility of bonding against the revenues of a RUC. He also noted that this paper was developed in close collaboration with the Office of the State Treasurer (OST). Jason Richter of the OST also provided some explanation of the issues.

Discussion

When we discussed this in 2014, it seemed unlikely that the legislature would have thought they could never change policy, so I was excited to read this report. The path going forward seems more positive.

One option is to structure, implement and manage RUC as a mileage-based vehicle license fee (VLF).

2015 Connecting Washington provides a template for a gradual and orderly transition – increases gas tax revenue plus \$5.3 billion in bonding authorization. VLF are pledged to provide flexibility if MVFT declines/goes away. First series of those bonds might be sold later this year.

How is the VLF model different than what we've envisioned?

Largely has to do with the structure of a fee. Restrictions around dedicated uses, collecting an amount to recover cost but not more. Public roadway should be designated a public utility – that would bring the nexus closer in that you should pay a fee to use it.

If you did this in phases, couldn't you implement with electric vehicles right away because they don't pay gas tax right now?

Yes, we've been waiting to better understand how they perceived the pilot.

I think this question is more about how the customer experiences it. I would say this starts to look more like a DOL managed project. This would give the state a few more options for how to transition because the VLF statement could be modified to say now you have the option to do a mileage-based fee. We also need to think about what we do when not everyone has a car. This does start to narrow the options.

To follow up on the customer. When we had the jump in the charges around Sound Transit, we had a huge discussion around payment plans and how to make it affordable. I think this all makes sense, but we are going to have to change the way we deliver this.

Yesterday, we had a meeting with DOL to explore what are the possibilities with their IT system.

PILOT SURVEY #3 EARLY RESULTS

Allegra Calder of BERK Consulting presented on some preliminary results of the final pilot participant survey.

Discussion

One problem is that we don't know what timeline people were thinking about for a RUC when they answered the question about acceptance of a RUC.

True. Open-ended comments will help us somewhat with that.

Can we look at results by provider? We wanted choice and it would be good to understand how people perceived the options.

Yes, we plan to do this.

Do we assume respondents thought the revenue would be 18th amendment restricted?

No, some may assume that or hope for that, but others are likely hoping for broader uses. The focus groups asked about this starting with do people know what gas tax revenues can be used for.

EFFECTS OF COMMERCE CLAUSE ON STATE-LEVEL RUC COLLECTIONS

Jim Whitty of D'Artagnan Consulting discussed the effects of the Commerce Clause on state-level RUC collections. As part of this he assessed 9 scenarios to show how the four-factor test applies and where there could be concerns.

Discussion

In summary, if RUC doesn't impose a benefit on resident or a disbenefit on non-residents it's probably OK?

Yes.

In the utility world, they call it a test year. We should set it up so that some part of the government watches the rates and adjusts them to keep them roughly equivalent. I think there is a lot of guidance on how to do the rate setting from utilities.

If fuel taxes were less than a RUC would that be an issue?

No, it's not a purpose of the Commerce clause to protect resident from their own state taxes.

Can you talk more about the problems with the flat fee?

Largely cases came out of the trucking industry and trucking firms coming into the state to engage in an activity. If the economic activity is entirely in the state, the commerce clause does not apply, but it does if the activity comes across the border it does because they would be paying a flat fee and driving less miles.

So a flat fee for residents is probably fine, it's out of state user where it could become a problem?

Yes.

COMMUNICATION UPDATE & NEXT STEPS

Ara Swanson of Envirolssues presented an update on current and future communications activities. She noted that there are still 6,000 people signed up for the interest list. This group receives e-newsletters.

Discussion

I do think meeting people where they are is important. It's our job to hear from people and we haven't attracted much public or media attention here, but it would be good to get some raw on the ground data from people ahead of the report going to the legislature.

We are looking at doing a road show around the state to reach a broader audience. The online webinar is another way we hope to reach people as well. The video is another way to reach people and give a window into participant experience and next steps.

Now that I'm immersed in the private sector I realize that most people don't know about this. If I went to my local Rotary Club they wouldn't know what it was and would immediately want to know why. We need a succinct description of what it is and what is not.

We've talked about how to present the information at events and how to tell people how they can get involved whether they love it or hate it.

A short video keeps the message concise and consistent. It's a good idea.

The original video is still relevant in terms of the basics.

PER-MILE RATE SETTING: CRITERIA, PROCESS & ROLES

Matthew Dorfman of D'Artagnan Consulting presented the findings from the white paper on rate setting. He noted that the purposes of a RUC have implications for the rate and that we have been assuming the purpose is revenue only. This paper is information only for today as there is more to come on this topic.

Discussion

Tolling costs have been high as 50% so we need to assume cost of collections.

Yes, agreed and we do have a financial model that was built earlier that we will be able to update with new assumptions about costs of collection. Always assume any system can be gamed.

The legislature is not inclined to let an agency set fees nor are they inclined to adjust for inflation.

That's why the utility model works. Because the Legislature doesn't like to take the heat for raising rates.

There was currently an 18 cent differential between Idaho and Spokane so the gas stations raised their prices to get to parity.

OUTLINE OF STEERING COMMITTEE WA RUC PILOT PROJECT REPORT

Jeff Doyle of D'Artagnan Consulting previewed the outline for the final report. We are hoping to draft the sections where we believe we have finished our discussion so that we can vet that characterization with the Committee. Jeff invited members to send comments via email.

ADJOURN

Chair Tortorelli adjourned the meeting at 12:56.

COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT
Prepared by Andrew Woods, PE

CRABoard Meeting – April 25, 2019

Reporting Period: January 19, 2019 thru April 19, 2019









COMPLIANCE

STANDARDS OF GOOD PRACTICE:


At the January 2019 meeting, staff advised the Board that Yakima County was unable to meet the standard of good practice requiring all paved arterial and collector roads be rated for pavement condition biennially ([WAC 136-70-040](#)). No action of the Board was requested at the January meeting to allow time for Yakima County to complete their corrective action plan. On January 22, 2019, Yakima County notified CRAB staff that the required pavement condition rating is completed. There is no further action required regarding this issue.

The Certification of the 2019 Road Levy and Estimated Revenue Produced is required to be submitted to CRAB no later than February 1st. 33 of 39 counties submitted the required forms by the due date. The remaining 6 counties submitted their forms no later than February 12th. The delay was primarily due to a delay receiving the appropriate levy numbers from the county assessor. All 39 counties submitted the required forms and are considered to be in reasonable compliance with the standard of good practice.

The following forms are required to be submitted to CRAB no later than April 1st of each year:

-  Annual Certification
-  Annual Construction Report
-  County Arterial Preservation Program Report
-  County Ferry System Report (Wahkiakum, Pierce, Skagit, and Whatcom only)
-  Fish Passage Barrier Removal Report
-  Maintenance Management Certification
-  Marine Navigation and Moorage Report (San Juan & Island only)
-  Traffic Law Enforcement Certification

All required forms were received reasonably close to the April 1st requirement. Two minor issues were reported to CRAB and quickly addressed by the reporting county:

-  One county diverted more road funds than was authorized by the BOCC. Current expense returned the improperly diverted funds to the county road fund.

- 🌐 One county could not show enough traffic law enforcement expenditures for the amount of diverted road levy. Current expense returned the unused diverted funds to the county road fund.

WAC 136-12 – Vacancy or Change in Position of County Engineer:

Update on Current Vacancies:

County	Effective Date	Original Six-Month Expiration	Six-Month Extension	Notes
Kittitas	April 30, 2018	October 30, 2018	April 30, 2019	Actively recruiting

WAC 136-20 – Inspection of Bridges on County Roads:

By letter dated April 5, 2019, the director of WSDOT Local Programs certified to CRAB that all 39 counties are current on their bridge inspection requirements.

WAC 136-28 – Cooperative Procedures for Processing of County Road Accident Reports

This standard of good practice requires counties to supply county road log information for accident reports on the county road system. The counties shall complete and return to WSDOT at least 90% of these reports for the calendar year by December 31st of that year. All 39 counties are in reasonable compliance with this standard of good practice.

County Audits – For Fiscal Year 2017

From January 19, 2019 to April 19, 2019, there were no new audit finding(s) involving county road or ER&R funds.


Audit Finding(s):

- 🌐 On March 28, 2019, the SAO issued a finding resulting from a fraud investigation report. The report found that \$1,384,407 was misappropriated over a period from January 24, 2007 to December 5, 2016 by a former employee of the Risk Management Department. The misappropriation did not directly involve county road or ER&R funds. CRAB staff is aware of the situation and the corrective action being taken by the county. We will continue to monitor the situation, but do not anticipate any action being required by the CRABoard.


Management Letter(s):

- 🌐 Ferry County FY 2016 – FY 2017 accountability audit resulted in a management letter dated February 4, 2019 regarding the stability of the county road fund. The

management letter is attached. As of the end of February 2019, the road fund had a balance of \$380k and outstanding grant reimbursements of \$400k that a former employee failed to submit for reimbursement. Staff will continue to assist Ferry County with addressing the concerns outlined in the management letter.

-  Whitman County FY 2017 accountability audit resulted in a management letter dated April 8, 2019 expressing concerns about fuel card purchases. Whitman County is currently amending their policies and procedures to address the SAO concerns.

Unresolved Audit Finding(s):

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









UPDATE: Clallam County continues to work on the indirect cost distribution plan. They hope to have the new plan approved by the State Auditor's Office by mid-2019.

CERTIFICATION

I certify that I have reviewed all of the above compliance reporting with the Deputy Director.

After review of all required county submittals to CRAB and State Auditor Office reports and audits, I recommend approval of a Certificate of Good Practice for all 39 counties for FY 2019.

OTHER ACTIVITIES OF THE C&DA MANAGER

-  County Visits:
 - a. Mason County – February 1st
 - b. Okanogan County – March 13th
 - c. Ferry County – March 14th
-  WSACE Professional Development Conference – Cle Elum February 5th to 8th
-  WSDOT Bridge Condition Inspection Updates – Olympia February 27th and 28th
-  Bridge Inspection Continuing Education – 20 PDH's
-  WSACE Eastern District Roundtable – Ritzville March 7th
-  WSACE Western District Roundtable – Olympia March 21st
-  WSACE Board Strategic Planning Meeting – Wenatchee March 28th & 29th
-  National Association of County Engineers Conference – Wichita, KS April 15th to 19th



Yakima County Roads

Matt Pietrusiewicz P.E. - County Engineer

128 North Second Street • Fourth Floor Courthouse • Yakima, Washington 98901
(509) 574-2300 • 1-800-572-7354 • FAX (509) 574-2301 • www.co.yakima.wa.us

January 18, 2019

Mr. Andrew Woods, P.E.
Compliance and Data Analysis Manager
County Road Administration Board
2404 Chandler Ct., S.W., Suite 240
Olympia, WA 98504-0913

Re: PMS Annual Certification

Dear Mr. Woods,

I am writing this letter to inform you that Yakima County was unable to complete the Pavement Rating requirement. This is the first time this has happened at Yakima County. It is not due to a lack of effort or prioritization on our part. We contracted with IMS Infrastructure Management Services L.L.C. It has not been a productive relationship. Here is brief timeline:

May – Solicitation of Bids
June – Negotiate rates with IMS
July 9th – Awarded Contract to IMS
September 24th – Correspondence from IMS promising to start October 24th
October 18th – Correspondence from IMS promising to start November 1st
December 6th – Correspondence from IMS promising to start December 11th
December 11th – Correspondence from IMS promising to start December 17th
December 20th – Began pavement rating, then left town
January 7th – Resumed pavement rating

Now that they are back in town, they have been making steady progress. I expect them to be finished by the end of February. I will notify you in writing when this happens. Although this does not technically meet the two calendar year standard, I would argue that it certainly meets the intent. Thank you for any consideration in this matter.

Sincerely,

Matt Pietrusiewicz, P.E.
County Engineer

Yakima County ensures full compliance with Title VI of the Civil Rights Act of 1964 by prohibiting discrimination against any person on the basis of race, color, national origin, or sex in the provision of benefits and services resulting from its federally assisted programs and activities. For questions regarding Yakima County's Title VI Program, you may contact the Title VI Coordinator at 509-574-2300.

If this letter pertains to a meeting and you need special accommodations, please call us at 509-574-2300 by 10:00 a.m. three days prior to the meeting. For TDD users, please use the State's toll free relay service 1-800-833-6388 and ask the operator to dial 509-574-2300.



**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

April 5, 2019

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

Re: Inspection of County Bridges for previous thirty months

Dear Mr. Koster:

This letter is in response to your letter dated March 1, 2019 requesting a list of county bridges that have not been inspected for the previous thirty months. Our Bridge Engineer has reviewed the inventory data and has confirmed that all counties have current inspections on file for all bridges in their inventories.

If you have any questions or concerns, 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 Division

KBD:rgp:sas

RECEIVED

BY: R. Maysner

DATE: 4/9/19

February 4, 2019

Board of Commissioners
Ferry County
Republic, Washington

Management Letter

This letter includes a summary of specific matters that we identified in planning and performing our accountability audit of Ferry County from January 1, 2016 through December 31, 2017. We believe our recommendations will assist you in improving the County's internal controls in these areas.

We will review the status of these matters during our next audit. We have already discussed our comments with and made suggestions for improvements to County officials and personnel. If you have any further questions, please contact me at (509) 662-0440.

This letter is intended for the information and use of management and the governing body and is not suitable for any other purpose. However, this letter is a matter of public record and its distribution is not limited.

We would also like to take this opportunity to extend our appreciation to your staff for the cooperation and assistance given during the course of the audit.

Sincerely,

A handwritten signature in black ink, appearing to read "Jake Santistevan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jake Santistevan, CFE
Audit Manager

Attachment

Management Letter
 Ferry County
 January 1, 2016 through December 31, 2017

County Road Fund financial condition

The County Road Fund accounts for activity related to construction, alteration, repair, improvement and maintenance of county roads. The fund's primary sources of revenue are taxes and federal and state grants. We found that the fund does not consistently maintain an adequate fund balance to pay its obligations as they come due.

Cash sufficiency is a performance measure that shows the number of days that a fund could operate on its ending cash and investment balance by comparing that balance with the average daily cash expenditures. A larger ratio indicates the fund can better cope with future needs or shortfalls. The County Road Fund's cash sufficiency has declined as follows:

As of and for year ending	12/31/15	12/31/16	12/31/17
Ending cash & investments	\$ 489,962	\$ 110,504	\$ 246,070
Operating expenditures	\$ 4,288,519	\$ 6,074,358	\$ 5,048,116
Debt service	\$ 36,120	-	-
Average daily expenditures	\$ 11,848	\$ 16,642	\$ 13,830
Cash sufficiency ratio (Days)	41	7	18

The County Road Fund did not receive grant reimbursements in a timely manner and multiple projects did not qualify for grant funding, causing difficulties in the fund's cash flow. Because of these factors, the fund stopped payments to the Equipment Rental & Revolving fund (ER&R) for equipment rental charges. In 2017, the fund did not make payments for services provided from July to December, causing it to owe the ER&R fund \$897,799 at the end of 2017. The fund also did not make payments in 2016, causing it to owe the ER&R fund \$450,183 at year-end for services provided in that year.

We recommend the County closely monitor the fund's financial activity to determine steps needed to address the fund's financial condition and ability to pay its obligations.

February 4, 2019

Board of Commissioners
Ferry County
Republic, Washington

Management Letter

This letter includes a summary of specific matters that we identified in planning and performing our financial statement audit of Ferry County from January 1, 2017 through December 31, 2017. We believe our recommendations will assist you in improving the County's internal controls in these areas.

We will review the status of these matters during our next audit. We have already discussed our comments with and made suggestions for improvements to County officials and personnel. If you have any further questions, please contact me at (509) 662-0440.

This letter is intended for the information and use of management and the governing body and is not suitable for any other purpose. However, this letter is a matter of public record and its distribution is not limited.

We would also like to take this opportunity to extend our appreciation to your staff for the cooperation and assistance given during the course of the audit.

Sincerely,



Jake Santistevan, CFE
Audit Manager

Attachment

Management Letter
Ferry County
January 1, 2017 through December 31, 2017

Internal controls over financial reporting

County management is responsible for designing and following internal controls that provide reasonable assurance regarding the reliability of financial reporting.

The County's controls were not adequate to implement guidance about reporting errors communicated in prior audits. We identified misclassification errors similar to those the County made in its 2016 financial statements, as follows:

- Charges for services revenue of \$1,069,804 was misclassified as miscellaneous revenue in the Equipment Rental and Revolving fund.
- A loan payment of \$652,000 received from a junior taxing district was misclassified as an interfund loan repayment in the General Fund.

Although these errors were not individually material to the financial statements, this control deficiency could result in significant or material misstatements in the future if not corrected.

We recommend the County strengthen internal controls over financial statement reporting by implementing a process to correct errors communicated in prior audits.

Management Letter
Whitman County
January 1, 2017 through December 31, 2017

Credit card and fuel card purchases

State law (RCW 43.09.2855) allows local governments to issue credit cards, provided they adopt a system for distribution, authorization, control, and use of the credit cards and payment of the bills. County management is responsible for designing and following internal controls that provide reasonable assurance regarding compliance with state laws and County policies, and safeguarding of public resources. However, the County has not established adequate internal controls over credit card and fuel card purchases and storage of unused cards.

During 2017, the County's operating expenditures totaled \$35 million and its credit-card and fuel-card purchases totaled \$281,592 and \$490,593, respectively.

We tested all 132 credit card purchases from April 2017, totaling \$23,937, and found:

- 53 purchases tested (40 percent), totaling \$11,609, did not have adequate documentation to demonstrate the purchases were for valid business purposes
- 14 purchases tested (10.6 percent), totaling \$1,439, did not have sufficient documentation required by County policy or state law for an over-limit fee, meal and snack purchases, and purchases made by the Sheriff's Office

We tested all 337 fuel card purchases from August 2017, totaling \$13,318, and found:

- No receipts or other documentation supported any purchases tested. However, as of December 2018, the County has established procedures requiring receipts to support fuel purchases.
- The County lacked sufficient documentation and did not perform a review to demonstrate that all fuel purchases were for valid business purposes.

We tested the storage of credit cards and fuel cards and found 35 of 42 cards were not properly stored in a secure location as required by County policy.

We recommend the County:

- Strengthen its controls and follow its established policies for credit card and fuel card purchases
- Maintain adequate documentation to demonstrate purchases are for valid business purposes and comply with County policies and state laws
- Store credit and fuel cards not in use in a secure location as its policy requires

RESOLUTION 2019-004

WHEREAS RCW 36.78.090 provides that the County Road Administration Board each year shall transmit to the State Treasurer Certificates of Good Practice on behalf of the counties which during the preceding calendar year have submitted to the State Transportation Commission or to the CRABoard all reports required by law or regulation of the CRABoard and have reasonably complied with provisions of law relating to county road administration and with Standards of Good Practice as formulated and adopted by the Board; and

WHEREAS the County Road Administration Board met on April 25, 2019 in Olympia, Washington to make such a determination pursuant to an analysis of annual certification questionnaires in accordance with WAC 136-04 by the counties; and

WHEREAS the County Road Administration Board determined that 39 counties were in compliance with the provisions of RCW 36.78.090 as they relate to the issuance of Certificates of Good Practice;

NOW, THEREFORE, BE IT RESOLVED that a Certificate of Good Practice be transmitted to the State Treasurer on behalf of the following counties:

- | | | |
|----------|--------------|-------------|
| ADAMS | GRAYS HARBOR | PIERCE |
| ASOTIN | ISLAND | SAN JUAN |
| BENTON | JEFFERSON | SKAGIT |
| CHELAN | KING | SKAMANIA |
| CLALLAM | KITSAP | SNOHOMISH |
| CLARK | KITTITAS | SPOKANE |
| COLUMBIA | KLICKITAT | STEVENS |
| COWLITZ | LEWIS | THURSTON |
| DOUGLAS | LINCOLN | WAHKIAKUM |
| FERRY | MASON | WALLA WALLA |
| FRANKLIN | OKANOGAN | WHATCOM |
| GARFIELD | PACIFIC | WHITMAN |
| GRANT | PEND OREILLE | YAKIMA |

Adopted by the CRABoard on April 25, 2019

Chair

Executive Director

2018 ANNUAL CERTIFICATION

Management & Administration:

Operations:

	Engineer Duties	Engineer Vacancy	Accident Reports	Priority Prog. tech.	Revised Policies Attached	Const. Expend. in '18 Prog.	County Forces Limit	Actual County Forces	Bridge Report Submitted
Adams	Y	N	Y	Y	N	Y	823	165	10/8/18
Asotin	Y	N	Y	Y	N	Y	809	0	12/17/18
Benton	Y	N	Y	Y	N	Y	1,790	0	7/17/18
Chelan	Y	N	Y	Y	N	Y	1,269	19	12/17/18
Clallam	Y	N	Y	Y	N	Y	1,268	68	11/14/17
Clark	Y	Y	Y	Y	N	Y	3,395	167	6/26/18
Columbia	Y	Y	Y	Y	N	Y	808	154	4/1/19
Cowlitz	Y	N	Y	Y	N	Y	1,270	0	12/4/18
Douglas	Y	Y	Y	Y	N	N/exp.	1,282	1,282	12/11/18
Ferry	Y	N	Y	Y	Y	Y	810	617	12/17/18
Franklin	Y	N	Y	Y	N	Y	1,275	787	6/26/18
Garfield	Y	N	Y	Y	N	Y	807	27	12/18/18
Grant	Y	N	Y	Y	N	Y	1,306	783	7/10/18
Grays Harbor	Y	N	Y	Y	Y	Y	1,270	0	6/18/18
Island	Y	N	Y	Y	Y	Y	1,270	272	n/a
Jefferson	Y	N	Y	Y	N	Y	1,262	0	11/5/18
King	Y	N	Y	Y	N	Y	3,513	16	10/11/18
Kitsap	Y	N	Y	Y	N	N/exp.	1,813	574	9/14/18
Kittitas	Y	Y	Y	Y	N	Y	1,268	37	3/26/18
Klickitat	Y	N	Y	Y	N	Y	815	539	12/4/18
Lewis	Y	N	Y	Y	N	N/exp.	1,279	52	7/20/18
Lincoln	Y	N	Y	Y	N	Y	824	460	9/1/18
Mason	Y	Y	Y	Y	N	N/exp.	1,270	62	4/30/18
Okanogan	Y	N	Y	Y	N	N/exp.	1,279	274	4/27/18
Pacific	Y	N	Y	Y	Y	Y	807	600	10/23/18
Pend Oreille	Y	N	Y	Y	N	Y	809	90	12/31/18
Pierce	Y	N	Y	Y	Y	N/exp.	3,494	145	9/12/18
San Juan	Y	N	Y	Y	N	Y	805	258	9/25/18
Skagit	Y	N	Y	Y	N	Y	1,278	52	5/7/19
Skamania	Y	N	Y	Y	Y	Y	805	0	12/11/18
Snohomish	Y	N	Y	Y	N	N/exp.	3,455	333	11/19/18
Spokane	Y	N	Y	Y	N	Y	3,448	0	4/5/18
Stevens	Y	N	Y	Y	N	Y	1,283	253	12/18/18
Thurston	Y	N	Y	Y	N	Y	1,812	582	12/14/18
Wahkiakum	Y	N	Y	Y	N	N/exp.	805	22	6/19/18
Walla Walla	Y	Y	Y	Y	N	Y	1,275	0	2/25/19
Whatcom	Y	N	Y	Y	N	Y	1,800	127	9/25/18
Whitman	Y	N	Y	Y	Y	Y	1,287	884	7/16/18
Yakima	Y	Y	Y	Y	N	N/exp.	1,823	0	12/19/18

Note: Questions were answered "Yes" or "No". Where a "No" answer requires an explanation, a letter was provided.

COUNTY FORCES SUMMARY

2018 ANNUAL CERTIFICATION SUMMARY OF CONSTRUCTION EXPENDITURES (thousands of dollars)

	2018 PROGRAM/BUDGET		2018 REPORT		2018 (RCW 36.77.065)
	CONTRACT	COUNTY FORCES	CONTRACT	COUNTY FORCES	COUNTY FORCES LIMIT
Adams	2,297	127	2,449	165	823
Asotin	377	165	137	0	809
Benton	11,713	50	6,953	0	1,790
Chelan	2,774	140	1,137	19	1,269
Clallam	5,896	374	3,236	68	1,268
Clark	22,005	959	22,095	167	3,395
Columbia	1,102	0	897	154	808
Cowlitz	3,158	0	1,002	0	1,270
Douglas	2,848	345	94	1,282	1,282
Ferry	2,050	735	234	617	810
Franklin	3,600	0	454	787	1,275
Garfield	343	104	327	27	807
Grant	5,891	625	4,316	783	1,306
Grays Harbor	8,090	150	4,158	0	1,270
Island	8,788	435	3,871	272	1,270
Jefferson	1,712	0	1,063	0	1,262
King	2,507	90	1,414	16	3,513
Kitsap	15,077	1,445	12,941	574	1,813
Kittitas	4,375	50	2,026	37	1,268
Klickitat	2,605	425	1,202	539	815
Lewis	1,150	1,085	787	52	1,279
Lincoln	5,602	810	4,385	460	824
Mason	3,410	190	1,479	62	1,270
Okanogan	5,801	443	4,372	274	1,279
Pacific	1,882	0	640	600	807
Pend Oreille	6,045	180	4,922	90	809
Pierce	13,230	515	10,883	145	3,494
San Juan	2,980	625	303	258	805
Skagit	20,998	299	7,333	52	1,278
Skamania	1,521	0	943	0	805
Snohomish	17,380	1,492	16,663	333	3,455
Spokane	21,840	40	12,619	0	3,448
Stevens	6,065	595	16	253	1,283
Thurston	12,501	1,286	10,722	582	1,812
Wahkiakum	2,977	222	0	22	805
Walla Walla	9,559	0	1,566	0	1,275
Whatcom	10,700	1,065	1,825	127	1,800
Whitman	5,220	365	1,194	884	1,287
Yakima	9,321	527	6,317	0	1,823
Total	265,390	15,958	156,975	9,701	57,761

2018 ANNUAL CERTIFICATION

Section F: Due Dates

COUNTY	2018 Six -Year Program		2018 Annual Const. Prog.		2018 CAPP Program	2018 Road Fund Budget		2018 MM Wrk Pln & Budget
	WAC 146-15-050 Due 12/31/17		WAC 146-16-040 Due 12/31/17		WAC 146-300-060 Due 12/31/17	Due 12/31/17		WAC 146-11-040 Due 12/31/17
	DATE		DATE		DATE	DATE		DATE
	Leg Approval	Sent to CRAB	Leg Approval	Sent to CRAB	Sent to CRAB	Leg Approval	Sent to CRAB	Sent to CRAB
Adams	12/11/17	12/27/17	12/11/17	12/27/17	12/27/17	12/20/17	12/27/17	12/27/17
Asotin	7/17/17	12/18/17	7/17/17	12/18/17	12/18/17	12/18/17	12/18/17	12/18/17
Benton	7/17/18	11/27/17	11/14/17	12/28/17	12/28/17	11/14/17	11/27/17	12/28/17
Chelan	7/18/17	12/19/17	11/28/17	12/19/17	12/19/17	12/8/17	12/19/17	12/19/17
Clallam	11/21/17	12/21/17	11/28/17	12/21/17	12/22/17	12/18/17	12/21/17	12/30/17
Clark	10/31/17	11/30/17	10/31/17	11/30/17	12/28/17	12/28/17	12/28/17	12/28/17
Columbia	11/26/17	12/24/17	11/26/17	12/27/17	12/24/17	12/19/17	12/27/17	12/24/17
Cowlitz	12/5/17	12/27/17	12/5/17	12/27/17	12/20/17	12/26/17	12/27/17	12/27/17
Douglas	1/2/18	12/28/17	12/11/17	12/28/17	12/28/17	12/12/17	12/28/17	12/28/17
Ferry	9/18/17	12/21/17	12/18/17	12/21/17	12/27/17	12/26/17	12/21/17	12/21/17
Franklin	6/28/17	12/14/17	12/6/17	12/14/17	12/19/17	12/4/17	12/14/17	12/14/17
Garfield	12/18/17	12/21/17	12/18/17	12/21/17	12/21/17	12/18/17	12/21/17	12/21/17
Grant	11/21/17	12/21/17	11/28/17	12/21/17	12/27/17	12/4/17	12/21/17	12/21/17
Grays Harbor	6/26/17	12/22/17	12/4/17	12/22/17	12/28/17	12/4/17	12/28/17	12/28/17
Island	9/12/17	12/29/17	12/26/17	12/27/17	12/27/17	12/1/17	12/29/17	12/27/17
Jefferson	11/27/17	12/18/17	12/11/17	12/18/17	12/18/17	12/11/17	12/18/17	12/18/17
King	11/20/17	12/20/17	11/20/17	12/20/17	12/20/17	11/20/17	12/20/17	12/20/17
Kitsap	11/13/17	12/21/17	11/13/17	12/21/17	12/21/17	12/21/17	12/22/17	12/21/17
Kittitas	9/19/17	9/22/17	12/8/17	12/16/17	12/27/17	12/8/17	12/18/17	12/29/17
Klickitat	12/19/17	12/20/17	12/19/17	12/20/17	12/20/17	12/19/17	12/20/17	12/20/17
Lewis	11/13/17	11/21/17	11/13/17	11/21/17	12/27/17	12/20/17	12/27/17	12/27/17
Lincoln	11/16/17	12/20/17	9/28/17	12/20/17	12/20/17	10/1/17	12/20/17	12/20/17
Mason	11/28/17	12/27/17	11/28/17	12/27/17	12/27/17	12/19/17	12/27/17	12/27/17
Okanogan	8/22/17	11/30/17	10/24/17	11/30/17	12/20/17	12/26/17	12/29/17	12/29/17
Pacific	12/26/17	12/26/17	12/26/17	12/26/17	11/21/17	12/24/17	12/26/17	11/21/17
Pend Oreille	12/12/17	12/12/17	12/12/17	12/27/17	12/15/17	12/18/17	12/7/17	12/7/17
Pierce	11/15/17	12/29/17	11/15/17	12/29/17	12/29/17	11/21/17	12/29/17	12/29/17
San Juan	11/7/17	12/19/17	11/7/17	12/19/17	12/19/17	12/18/17	12/19/17	12/19/17
Skagit	12/4/17	12/27/17	11/27/17	12/27/17	12/27/17	12/13/17	12/27/17	12/27/17
Skamania	12/19/17	12/22/17	12/19/17	12/22/17	12/22/17	12/19/17	12/22/17	12/22/17
Snohomish	11/21/17	12/28/17	11/21/17	12/28/17	12/28/17	11/21/17	12/28/17	12/28/17
Spokane	9/25/17	12/28/17	9/25/17	12/28/17	12/28/17	9/25/17	12/28/17	12/28/17
Stevens	10/3/17	12/22/17	12/12/17	12/15/17	12/31/17	12/20/17	12/31/17	12/31/17
Thurston	10/2/17	12/20/17	12/13/17	12/14/17	12/14/17	12/12/17	12/19/17	12/20/17
Wahkiakum	12/11/17	12/20/17	12/11/17	12/20/17	12/20/17	12/11/17	12/20/17	12/26/17
Walla Walla	8/7/17	11/8/17	8/7/17	11/8/17	11/9/17	11/1/17	11/8/17	11/9/17
Whatcom	9/27/17	12/28/17	10/24/17	12/28/17	12/28/17	12/15/17	12/28/17	12/15/17
Whitman	6/19/17	12/27/17	9/18/17	12/27/17	12/27/17	12/27/17	12/27/17	12/27/17
Yakima	8/22/17	9/11/17	12/5/17	12/14/17	12/14/17	12/5/17	12/14/17	12/14/17

2018 ANNUAL CERTIFICATION

Section F: Due Dates

COUNTY	2018 Road Levy Certification		2017 Sheriff's Cert		2017 Fish Passage Cert		2017 Annual Const. Report	2017 CAPP Report
	WAC 146-150-021 Due 2/1/18		WAC 146-150-022 Due 4/1/18		WAC 146-150-023 Due 4/1/18		WAC 146-16-050 Due 4/1/18	WAC 146-300-090 Due 4/1/18
	DATE		DATE		DATE		DATE	DATE
	Leg Approval	Sent to CRAB	Leg Approval	Sent to CRAB	Leg Approval	Sent to CRAB	Sent to CRAB	Sent to CRAB
Adams	1/29/18	1/30/18	3/26/18	3/27/18	3/26/18	3/27/18	3/27/18	3/27/18
Asotin	1/21/18	2/1/18	3/26/18	3/30/18	3/26/18	3/30/18	3/30/18	3/30/18
Benton	11/14/17	1/31/18	3/27/18	3/28/18	3/27/18	2/22/18	3/28/18	3/28/18
Chelan	1/31/18	1/31/18	3/27/18	3/28/18	3/27/18	3/28/18	3/28/18	3/28/18
Clallam	1/23/18	1/23/18	3/27/18	3/30/18	3/27/18	3/30/18	3/30/18	3/30/18
Clark	1/29/18	1/29/18	3/27/18	3/27/18	3/27/18	3/27/18	3/27/18	3/27/18
Columbia	1/30/18	1/30/18	N/A	N/A	N/A	N/A	3/28/18	3/26/18
Cowlitz	1/30/18	1/30/18	3/30/18	4/2/18	3/30/18	4/2/18	4/2/18	4/2/18
Douglas	12/11/17	1/30/18	3/29/18	3/29/18	3/29/18	3/29/18	3/30/18	3/30/18
Ferry	1/22/18	1/22/18	3/24/18	3/26/18	3/24/18	3/26/18	3/26/18	3/26/18
Franklin	1/26/18	1/26/18	3/27/18	3/19/18	3/8/18	3/8/18	3/8/18	3/19/18
Garfield	1/31/18	1/31/18	3/21/18	3/13/18	3/21/18	3/13/18	3/14/18	3/13/18
Grant	1/29/18	1/18/18	3/27/18	3/26/18	3/27/18	3/26/18	3/26/18	3/27/18
Grays Harbor	12/4/17	1/31/18	3/30/18	3/30/18	3/30/18	3/30/18	3/30/18	3/28/18
Island	1/10/18	2/6/18	3/27/18	3/30/18	3/6/18	3/30/18	4/2/18	3/30/18
Jefferson	1/22/18	1/24/18	3/19/18	3/26/18	3/19/18	3/26/18	3/26/18	3/26/18
King	11/20/17	1/29/18	11/20/17	3/29/18	11/20/17	3/29/18	3/29/18	3/29/18
Kitsap	1/30/18	1/31/18	3/28/18	3/28/18	3/27/18	3/27/18	3/28/18	3/26/18
Kittitas	12/8/17	1/31/18	3/26/18	3/30/18	3/20/18	3/30/18	3/30/18	3/30/18
Klickitat	1/16/18	1/17/18	3/27/18	3/29/18	3/27/18	3/29/18	3/29/18	3/29/18
Lewis	1/22/18	1/29/18	3/15/18	3/22/18	3/15/18	3/22/18	3/22/18	3/22/18
Lincoln	1/16/18	1/18/18	3/19/18	3/23/18	3/22/18	3/23/18	3/23/18	3/23/18
Mason	2/6/18	1/24/18	3/20/18	3/20/18	3/20/18	3/27/18	3/27/18	3/27/18
Okanogan	1/16/18	1/18/18	3/15/18	3/15/18	3/12/18	3/12/18	3/15/18	3/19/18
Pacific	1/28/18	1/29/18	3/14/18	3/14/18	2/5/18	2/5/18	2/26/18	3/14/18
Pend Oreille	1/16/18	1/17/18	4/2/18	3/30/18	4/2/18	3/29/18	3/30/18	3/29/18
Pierce	11/15/17	1/25/18	3/26/18	3/29/18	3/29/18	3/29/18	3/29/18	3/29/18
San Juan	1/24/18	1/30/18	3/19/18	3/20/18	3/15/18	3/15/18	3/15/18	3/15/18
Skagit	1/19/18	1/26/18	3/16/18	3/28/18	3/7/18	3/28/18	3/28/18	3/28/18
Skamania	1/30/18	1/30/18	3/20/18	3/25/18	3/20/18	3/25/18	3/25/18	3/27/18
Snohomish	1/23/18	1/29/18	3/26/18	3/29/18	3/26/18	3/29/18	3/29/18	3/29/18
Spokane	1/30/18	1/30/18	3/29/18	3/30/18	3/29/18	3/30/18	4/2/18	3/30/18
Stevens	12/20/17	1/31/18	3/12/18	3/12/18	2/21/18	2/21/18	3/20/18	3/20/18
Thurston	1/18/18	2/1/18	2/7/18	3/28/18	2/7/18	3/28/18	3/28/18	3/28/18
Wahkiakum	1/22/18	1/23/18	N/A	N/A	N/A	N/A	3/23/18	3/22/18
Walla Walla	1/8/18	1/18/18	N/A	N/A	3/12/18	3/14/18	3/14/18	3/14/18
Whatcom	1/31/18	1/31/18	3/28/18	3/28/18	3/28/18	3/28/18	3/29/18	3/28/18
Whitman	1/29/18	1/30/18	3/19/18	3/27/18	3/19/18	3/27/18	3/27/18	3/27/18
Yakima	1/16/18	1/23/18	3/13/18	3/26/18	3/13/18	3/26/18	3/26/18	3/26/18

Section F: Due Dates

COUNTY	2017 MMS Certification	2017 Annual Certification		2017 Road Log Update	2018 PMS Cert for CAPA
	WAC 146-4-030 Due 4/1/18	WAC 146-4-030 Due 4/1/18		WAC 146-60-030 Due 5/1/18	WAC 146-70-090 Due 12/31/18
	DATE Sent to CRAB	DATE Leg Approval	DATE Sent to CRAB	DATE Sent to CRAB	DATE Sent to CRAB
Adams	3/27/18	3/26/18	3/27/18	1/31/18	12/26/18
Asotin	3/30/18	3/26/18	3/30/18	4/19/18	12/17/18
Benton	3/27/18	3/27/18	3/28/18	5/1/18	12/14/18
Chelan	3/27/18	3/27/18	3/28/18	4/24/18	12/13/18
Clallam	3/30/18	3/27/18	3/30/18	4/27/18	12/24/18
Clark	3/27/18	3/27/18	3/27/18	4/13/18	12/26/18
Columbia	3/28/18	3/28/18	4/1/18	12/24/18	12/24/18
Cowlitz	4/2/18	3/27/18	4/2/18	4/26/18	12/19/18
Douglas	3/29/18	3/30/18	3/30/18	2/15/18	12/27/18
Ferry	3/26/18	3/24/18	3/26/18	4/25/18	12/18/18
Franklin	3/8/18	3/8/18	3/8/18	4/26/18	12/12/18
Garfield	3/13/18	3/21/18	3/21/18	4/30/18	12/24/18
Grant	3/26/18	3/26/18	3/26/18	3/30/18	12/11/18
Grays Harbor	3/22/18	3/30/18	3/30/18	5/1/18	12/21/18
Island	3/30/18	3/12/18	3/30/18	4/26/18	12/27/18
Jefferson	3/26/18	3/19/18	3/26/18	4/24/18	12/12/18
King	3/29/18	3/29/18	3/29/18	3/23/18	12/14/18
Kitsap	3/26/18	3/28/18	3/28/18	2/26/18	12/20/18
Kittitas	3/30/18	3/20/18	3/30/18	2/6/18	1/2/19
Klickitat	3/29/18	3/27/18	3/30/18	4/17/18	12/20/18
Lewis	3/22/18	3/15/18	3/22/18	4/4/18	12/19/18
Lincoln	3/23/18	3/22/18	3/23/18	4/26/18	12/20/18
Mason	3/20/18	3/20/18	3/27/18	1/1/18	12/18/18
Okanogan	3/12/18	3/15/18	3/15/18	1/31/18	12/21/18
Pacific	2/5/18	2/5/18	2/26/18	4/2/18	9/17/18
Pend Oreille	3/29/18	4/2/18	3/29/18	5/1/18	12/18/18
Pierce	3/29/18	3/29/18	3/29/18	4/19/18	12/21/18
San Juan	3/15/18	3/15/18	3/15/18	5/1/18	12/28/18
Skagit	3/28/18	3/23/18	3/28/18	4/30/18	12/19/18
Skamania	3/25/18	3/20/18	3/25/18	4/25/18	12/27/18
Snohomish	3/29/18	3/26/18	3/29/18	2/2/18	12/27/18
Spokane	3/30/18	3/29/18	3/30/18	5/1/18	12/28/18
Stevens	3/12/18	3/30/18	3/30/18	2/1/18	12/13/18
Thurston	3/28/18	3/27/18	3/28/18	4/11/18	12/20/18
Wahkiakum	3/22/18	3/20/18	3/22/18	3/23/18	12/20/18
Walla Walla	3/14/18	3/12/18	3/14/18	1/9/18	12/12/18
Whatcom	3/28/18	3/29/18	3/29/18	4/6/18	12/10/18
Whitman	3/27/18	3/19/18	3/27/18	4/30/18	12/26/18
Yakima	3/26/18	3/26/18	3/26/18	4/30/18	12/24/18

April 2019 CRABoard Meeting **Deputy Director's Report**

A. County Engineer Changes since January 2019

1. By letter on January 31, 2019 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.
2. By letter on February 5, 2019, Cowlitz County appointed Susan Eugenis, PE, as the County Engineer after the termination of Brad Bastin, PE, effective February 1, 2019.
3. By email and resolution on February 13, 2019, Douglas County appointed Aaron Simmons, PE as County Engineer, effective February 5, 2019.

B. County Visits completed since January 2019

- Lewis County
- Douglas County
- Okanogan County
- Ferry County

There were numerous contacts with County Engineers in other various venues.



Department of Local Services
Road Services Division

January 31, 2019

Via email and mail: john.koster@crab.wa.gov

Washington State County Road Administration Board
John Koster, Executive Director
2404 Chandler Court SW #240
Olympia, WA 98502-6067

RE: King County Road Engineer, Delegation of Authority

Dear Mr. Koster,

This letter is to notify the County Road Administration Board about a delegation of authority for King County Road Engineer duties. As allowed by King County Code 2.16.140, County Road Engineer duties may be delegated as needed to other qualified and certified professional engineer employees to meet the business needs of the county and to ensure the best interests of the public are served. The County has need to delegate authority to the Department of Local Services, Permitting Division for the processing and review of development permits including conditioning, inspection and approval of right-of-way use permits, and road and drainage improvements as outlined in the attached list of delegated authorities. The professional engineer is:

Scott Smith, P.E., Engineer IV
King County Department of Local Services, Permitting Division
35030 SE Douglas Street Suite 210
Mailstop SNO-DP-0210
Snoqualmie, WA 98065
Scott.smith-DPER@kingcounty.gov / Telephone 206-477-3785

Mr. Smith will regularly report to Rick Brater, King County Road Engineer, and his delegated authority will continue for the duration of his time in this position. He is appointed under my delegated authority. Please let me know if you have any questions.

Sincerely,

Rick Brater
Director

RECEIVED

BY: R Mayner

DATE: 2/13/19

Cc: Rod Dembowski, Chair, King County Council
John Taylor, Director, Department of Local Services (DLS)
Jim Chan, Interim Director, DLS, Permitting Division
Scott Smith, Engineer IV, DLS, Permitting Division
Rick Brater, King County Road Engineer and Director, DLS, Road Services Division



Board of Commissioners

County Administration Building
207 Fourth Avenue North
Kelso, WA 98626
TEL (360) 577-3020
FAX (360) 423-9987
www.co.cowlitz.wa.us

COMMISSIONERS

Arne Mortensen
District 1
Dennis P. Weber
District 2
Joe Gardner
District 3

February 5, 2019

Mr. John Koster, Executive Director
County Road Administration Board
2404 Chandler Court, Southwest, Suite 240
Olympia, WA 98502

CLERK OF THE BOARD

Tiffany Ostreim

Subject: Appointment of Susan Eugenis as County Engineer
Effective February 1, 2019

Dear Mr. Koster:

The purpose of this letter is to notify the County Road Administration Board that the Board of County Commissioners has appointed Susan Eugenis to the position of County Engineer for Cowlitz County effective February 1, 2019. Susan is a licensed Professional Engineer in the state of Washington with the license number 34944. Her e-mail address is: eugeniss@co.cowlitz.wa.us.

This appointment is being made in conformance with RCW Chapter 36.80 Roads and Bridges – Engineer and WAC Chapter 136 – 12 Standards of Good Practice – Vacancy in Position of County Engineer. The County Engineer will perform all the duties vested in statute for the County Engineer.

Additionally, in conformance with WAC Chapter 136-12-045, a Board of County Commissioner approved organizational chart for our Department of Public Works is being submitted for your records.

Please contact the Board at (360) 577-3020 if you have any questions or comments.

Sincerely,
Board of County Commissioners
Of Cowlitz County, Washington

RECEIVED

BY: PMayner

DATE: 2/13/19

Joe Gardner
Joe Gardner, Chairman

Dennis P. Weber
Dennis P. Weber, Commissioner

Arne Mortensen
Arne Mortensen, Commissioner

DAN SUTTON
1ST DISTRICT

KYLE STEINBURG
2ND DISTRICT

MARC S. STRAUB
3RD DISTRICT

DOUGLAS COUNTY COMMISSIONERS

February 13, 2019

Drew Woods, P.E.
Compliance & Data Analysis Manager
County Road Administration Board
2404 Chandler CT SW, Suite 240
Olympia, WA 98502-6067

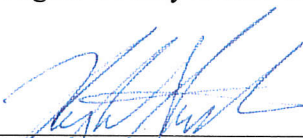
Re: Douglas County Engineer Appointment

Dear Mr. Woods:

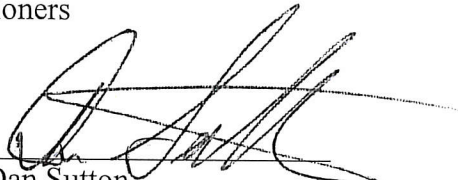
The Board of Commissioners would like to inform the County Road Administration Board of the recent appointment of County Engineer for Douglas County. It is with confidence the Board of Commissioners has chosen to appoint Mr. Aaron Simmons as County Engineer. His dedication and exemplary work in the interim appointment of acting county engineer has further strengthen the Board's decision.

Enclosed please find Douglas County's resolution TLS 19-13 the appointment of Mr. Simmons as County Engineer, effective February 5th, 2019.


Sincerely,
Douglas County Board Of Commissioners



Kyle Steinburg



Dan Sutton



Marc S. Straub

RECEIVED

BY: R Mayner

DATE: 2/22/19

BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON

In the Matter of Appointment of)
a County Road Engineer)

RESOLUTION No. TLS 19-13

WHEREAS, the Board of County Commissioners of Douglas County having convened in Regular Session this day; and

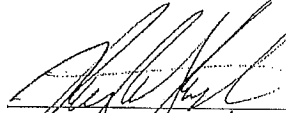
WHEREAS, a vacancy has occurred and a qualified applicant for the County Road Engineer has been selected; and

WHEREAS, WAC 136-12-045 requires the appointment of a County Engineer and notification of the appointment to the County Road Administration Board.

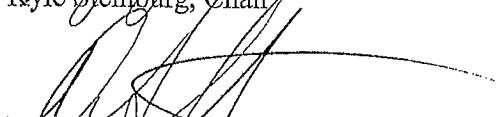
NOW, THEREFORE, BE IT HEREBY RESOLVED that until such time as this Board appoints a new County Road Engineer, Mr. Aaron Simmons, P.E., County Road Engineer for Douglas County.

ADOPTED by the Douglas County Board of Commissioners, State of Washington, this 5th day of February, 2019.

BOARD OF COUNTY COMMISSIONERS
DOUGLAS COUNTY, WASHINGTON



Kyle Steinburg, Chair



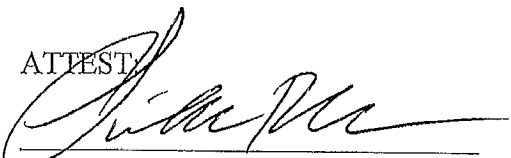
Dan Sutton, Vice Chair



Marc S. Straub, Member

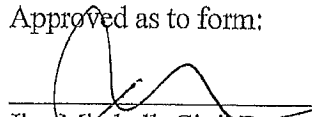


ATTEST



Tiana Rowland, Clerk of the Board

Approved as to form:



Jim Mitchell, Civil Deputy Prosecuting Attorney

C. County Audit Reports reviewed since January 2019

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 nine audit reports representing seven counties since the January 2019 board meeting. Two audit contained a total of three findings issued and one involved County Road Funds in some form. One audit had a prior finding involving County Road Funds. Any audit with a number in bold print under the "Co.Rd?" heading, revealed substantive findings involving County Road Funds.

2017 Audits

DDR 2019 Q1 Audit reports		3/26/19 10:28 AM						
Report #	Entity/Description	Report Type	Audit Period	Date Released	New?	Co. Rd?	Prev?	Status
1023254	Adams County	Accountability	01/01/2017 to 12/31/2017	3/11/2019				
1023305	Stevens County	Accountability	01/01/2016 to 12/31/2017	2/21/2019	1	NCR		
1019842	Ferry County	Financial and Federal	01/01/2016 to 12/31/2016	2/19/2019	2	1		
1023072	Ferry County	Accountability	01/01/2016 to 12/31/2017	2/14/2019				
1023175	Ferry County	Financial	01/01/2017 to 12/31/2017	2/14/2019			1	NC
1023209	Spokane County	Accountability	01/01/2017 to 12/31/2017	2/11/2019				
1023063	Pend Oreille County	Accountability	01/01/2017 to 12/31/2017	2/4/2019				
1022746	Franklin County	Accountability	01/01/2017 to 12/31/2017	1/31/2019			1	NCR
1023050	Asotin County	Accountability	01/01/2016 to 12/31/2017	1/24/2019				
NC	County Road-Not Corrected			TOTALS	3	1	2	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

D. Other Activities and Visits since January 2019

28 January	Legislative Diversion Discussion	CRAB Office
29 January	Lewis County PWD CRAB Work Session	Chehalis
30 January	Library Documents Decision Meeting	CRAB Office
5 February	WSACE Exec Board Meeting	Suncadia
6-8 February	Professional Development Conference	Suncadia
14 February	GIS-Mo Executive Steering Committee Meeting	CRAB Office
27 January	Phone System Discussion w/ WaTech	CRAB Office
28 February	GIS-Mo Budget Decision Meeting	CRAB Office
1 March	Possible Professional Development Topic Meeting	CRAB Office
6 March	GIS-Mo Training Video Discussion	CRAB Office
6 March	CRAB Staff Meeting	CRAB Office
7 March	WSACE Eastern District Meeting	Ritzville
8 March	Professional Development Conference Call	Spokane
11 March	GIS-Mo Training Video Discussion	CRAB Office
12 March	GIS-Mo Training Video Discussion	CRAB Office
13 March	Douglas County Visit	E Wenatchee
13 March	Okanogan County Visit	Okanogan
14 March	Ferry County Visit	Republic
18 March	GIS-Mo Training Video Discussion	CRAB Office
21 March	WSACE Western District Meeting	Olympia
22 March	Summit Fence Quote – Parking Security	CRAB Office
22 March	Mike Clark PDP	CRAB Office
22 March	Randy Hart PDP	CRAB Office
26 March	CRABoard Agenda Meeting	CRAB Office
26 March	GIS-Mo Training Video Discussion	CRAB Office
28 March	VUEWorks Training Discussion	CRAB Office
8 April	OMWBE Meeting - Inclusion Planning	CRAB Office
10 April	CRAB 101 Training for Commissioners	WSAC Office
11 April	Meeting w/ Douglas Co. and Sen. Brad Hawkins	Olympia
12-18 April	NACE Annual Conference	Wichita, KS
23 April	SACS Quarterly Meeting	CRAB Office

April 2019 CRABoard Meeting

Information Services Update

A. Ongoing Projects

a. **GIS-Mo Project**

- i. GIS Tool development commenced
 1. Completion planned for May 2019
- ii. Began migrating Mobility data to GIS-Mo geodatabase
- iii. Procured Esri Roads and Highways
- iv. Amended grant with WTSC for an additional \$50,000
 1. Esri Roads and Highways Training
 2. FYI Video Production
 3. Additional Software Expenses
- v. Engaged DTS for VUEWorks training program development (Learning Management System)
- vi. Scheduled VUEWorks Configuration Kickoff (Phase 3) for May 7th & 8th, 2019
- vii. Stakeholder Outreach
 1. Eastern/Western District Meetings presented by Walt Olsen
 2. VUEWorks NW Regional Meeting Lacey May 2019
 3. WAURISA Conference presentation May 2019
 4. WSACE Conference presentation June 2019
- viii. GIS-Mo timeline in Appendix A

b. **WATECH Migration Project**

- i. Moving to WaTech Private Cloud
 1. OCS Security Design Review underway
 2. WaTech network configuration 50% complete
 - a. Requires approved OCS security design review to complete
 3. WaTech Private Cloud team awaiting Network team
 4. WaTech Cloud Migration timeline in Appendix B

c. **Virtualize SQL Server**

- i. Completed February 2019!

d. **SQL Server Upgrade**

- i. Purchase by June 30 2019
- ii. Develop upgrade/migration timeline for production environment

e. **Physical Office Move**

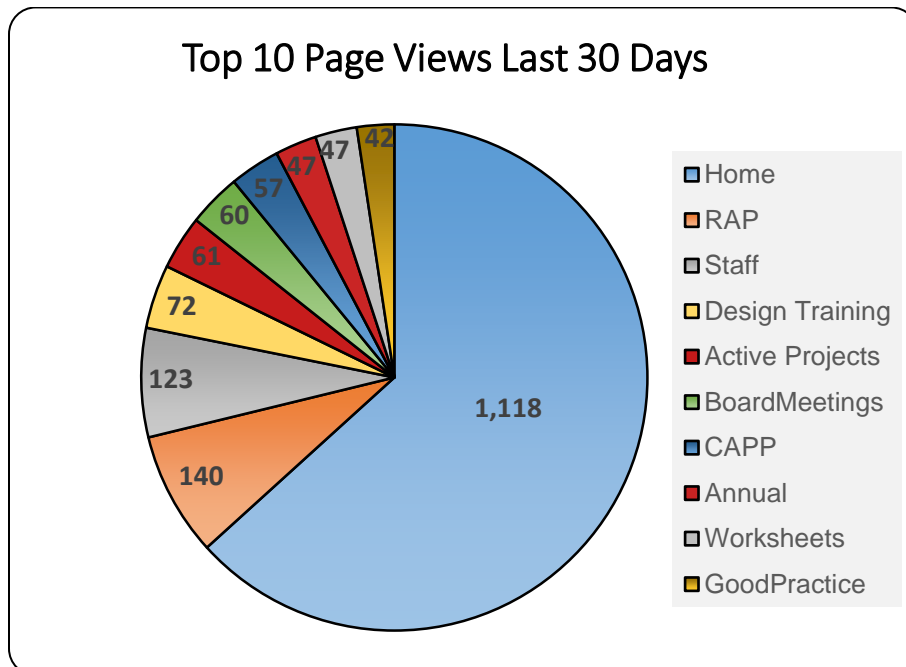
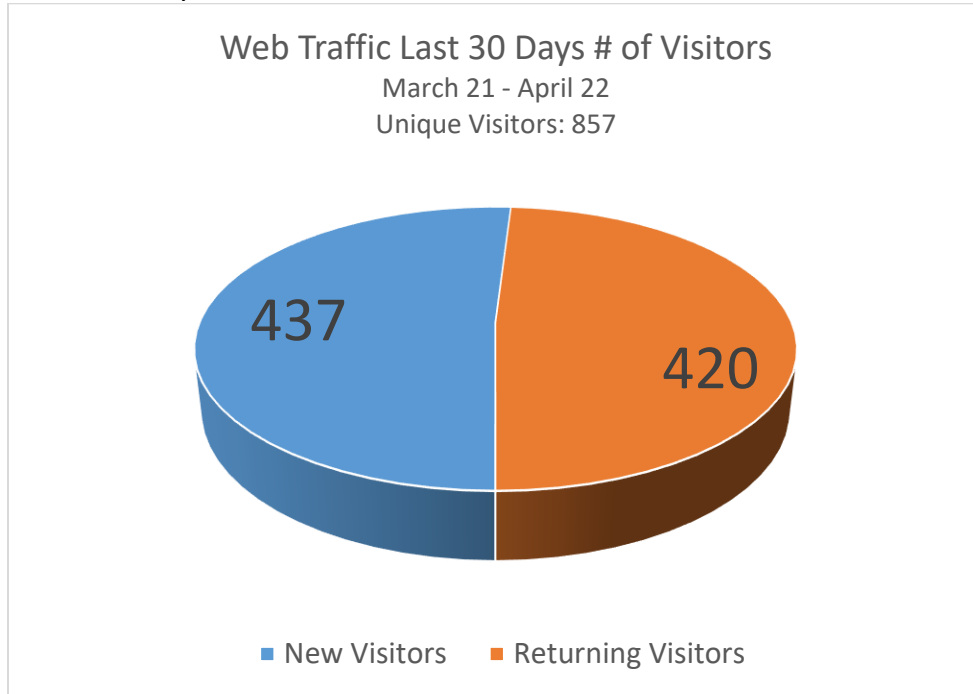
- i. Schedule fiber installation to new server room
- ii. Test and label all cabling between offices and server room
- iii. Schedule IT server equipment relocation and fiber cutover
- iv. Install VoIP Phone System

f. CRAB Website Enhancement Project

i. Launched December 22rd, 2018!

1. Website vulnerability scan resulted in a decrease of site critical exploits from 65 to 8

ii. Site Analytics



iii. Content Management System (CMS)

1. Devin Rue interning from SPSCC to prototype CMS

Additional Information Services Activities Update

a. Administrative

- i. IT Staff Professional Development
 - Mike Clark coordinated PowerBI presentation delivered by HealthCare Authority's Tim Dyeson on January 18, 2019
 - Mike Clark and Kathy O'Shea attended the Washington State DOT – Crash Data Improvement Program on February 5, 2019
 - Mike Clark attended WSDOT Chipseal Roundtable March 18, 2019
 - IT team continues to participate in monthly Webinars to familiarize with VUEWorks
 - Mike Clark, Jim Oyler, Kathy O'Shea, Cameron Cole, Scott Campbell, and Eric Hagenlock attended four-day Esri Roads & Highways training April 8 – 11, 2019

b. System Security Update

- i. Developing Mobile Device Management (MDM) policy and procedures to comply with OCIO Policy 191
- ii. Windows critical updates performed and automated
- iii. Full server Anti-Virus sweeps
- iv. Found and quarantined email virus as detected by Office of Cyber Security (OCS)

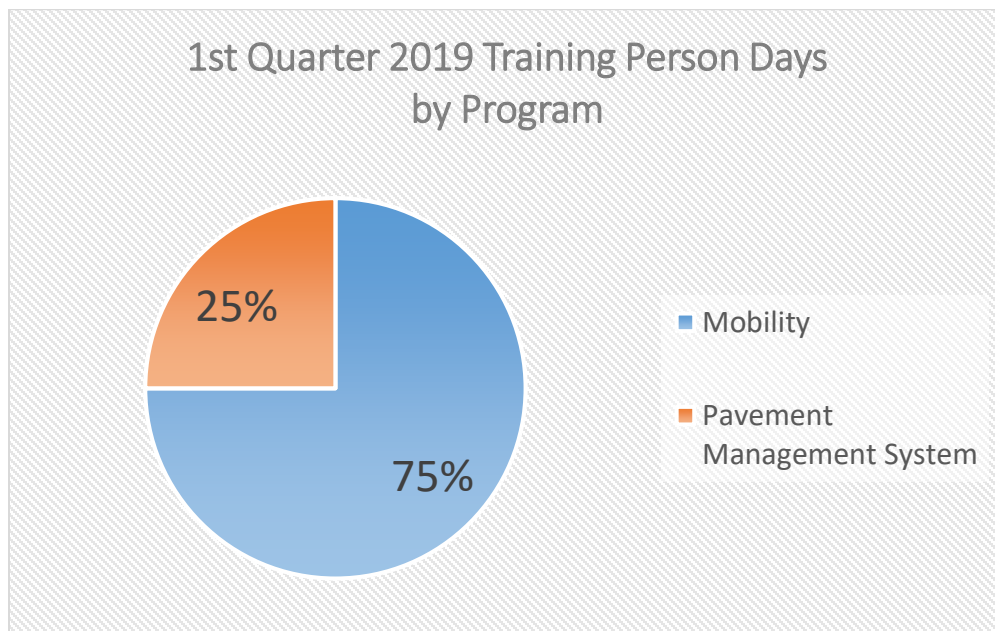
c. Remote Road Log Imports

- i. Completed the migration of King, Pierce, and Spokane County Road Logs

d. CRAB Customer Training and Support

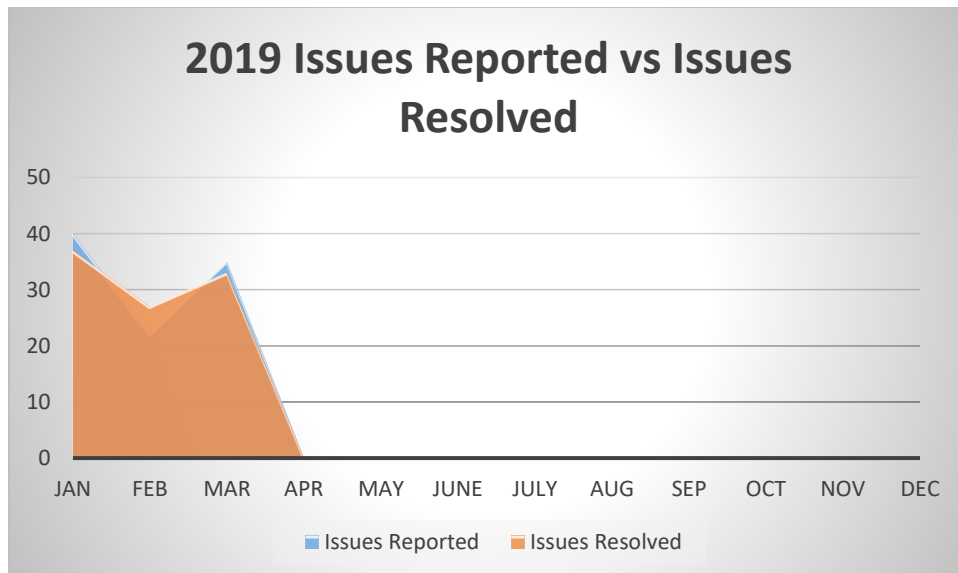
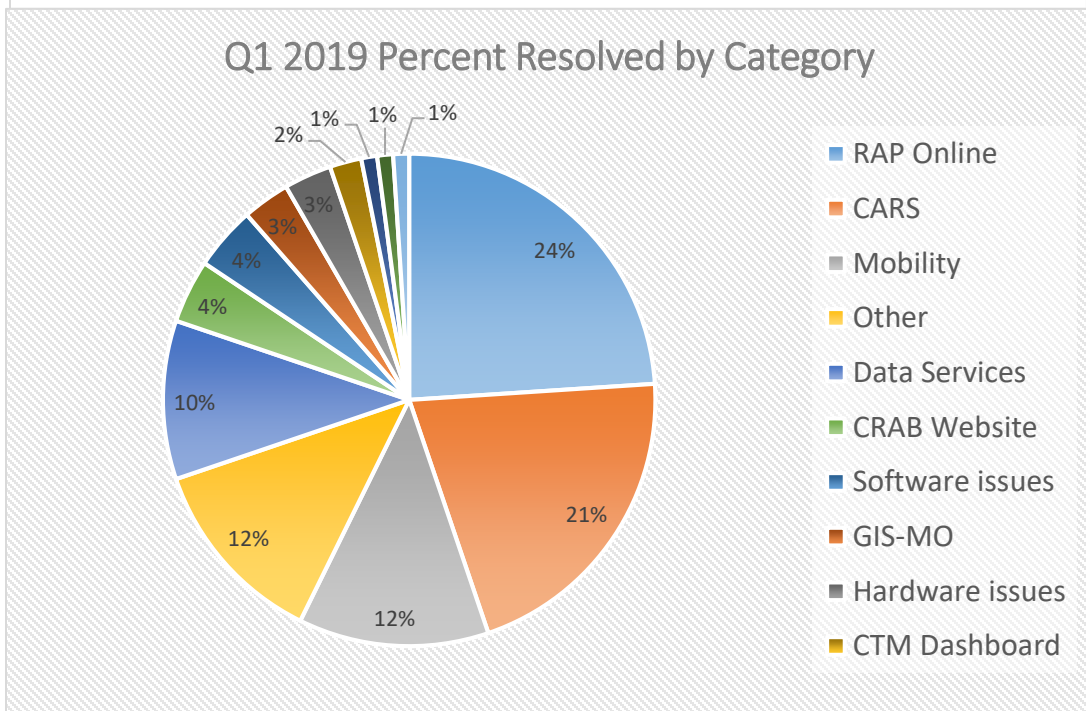
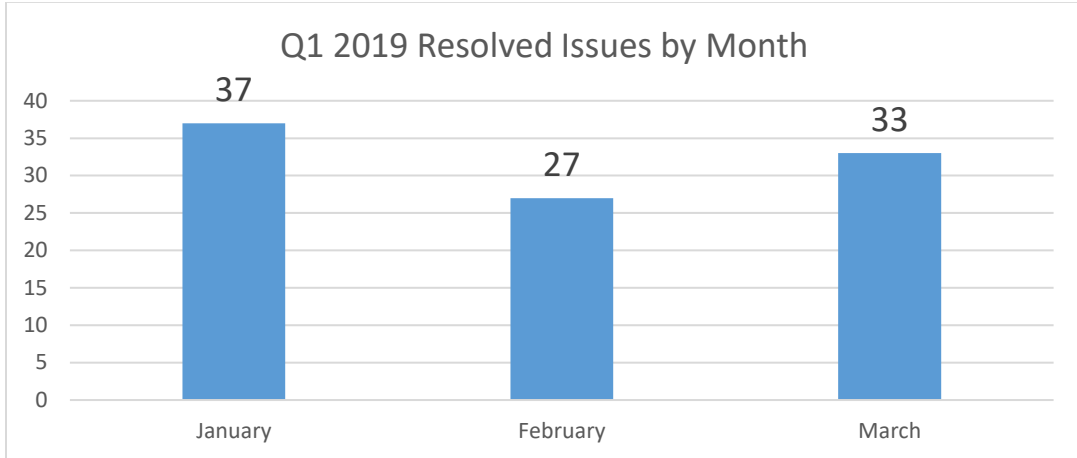
- i. CRAB Customer Training
 1. On-Demand County Specific Training by Mike Clark
 - a. Mason, Pacific, and Wahkiakum County
 2. Eastern Washington Mobility Training by Mike Clark & Jim Oyler

<u>Program</u>	<u>Person - Days</u>
Mobility	9
Pavement Management System	3
	<u><u>12</u></u>

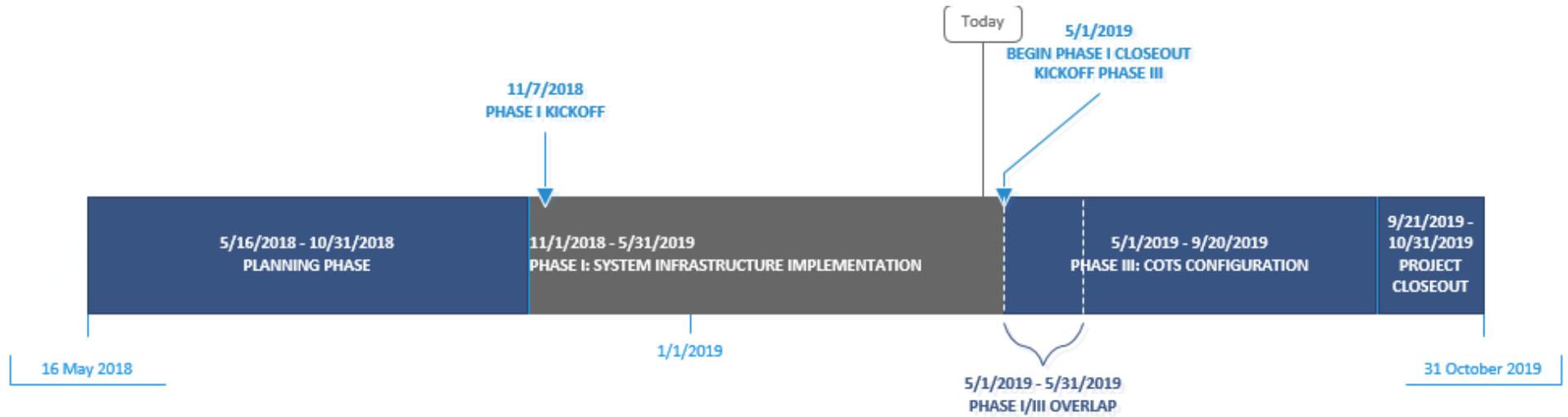


ii. CRAB Customer Support

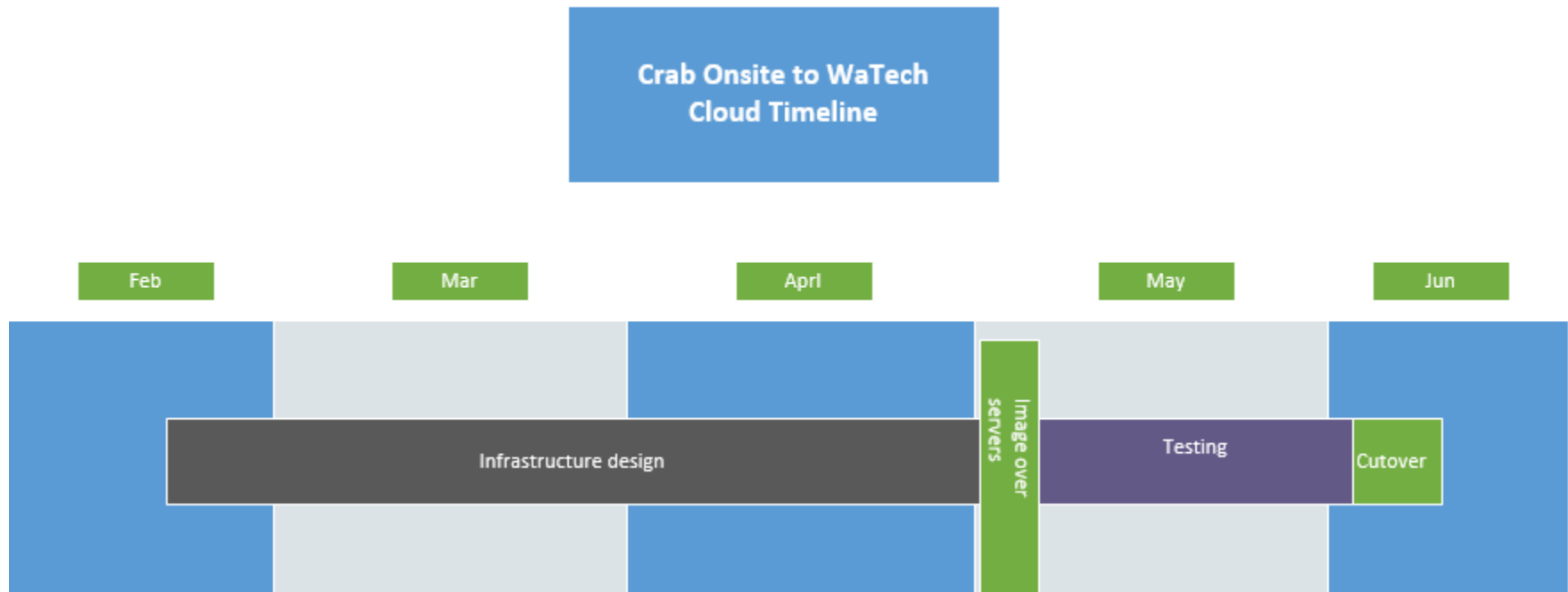
- 1st Quarter, 2019 – 97 issues reported across 14 categories; 97 issues resolved across 14 categories.



Information Services Update Appendix A: GIS-Mo Timeline



Information Services Update Appendix B: WaTech Cloud Migration Timeline





Design Systems Program Report

Prepared by **Jim Ayres, P.E.**

CRABoard Meeting – April 25th - 26th 2019

Reporting Period: January 24, 2019 thru April 25, 2019

CIVIL 3D Training:

Design Systems Training Completed:

- * AutoCAD InfraWorks – Olympia – Jan.30th-31st, 2019.
- * AutoCAD Civil3D for Surveyors – Olympia – Apr. 18th – 20th, 2019
- * New Training Delivery Project: Online CBT (Computer Based Training)
“*Civil 3D User Interface*” video/PDF as a prerequisite to attend our Civil 3D fundamentals class. (Demonstration to Board of progress to date)

UAS (aka Drone) Program Update:

➤ **Upcoming Support for Counties UAS Program:**

Okanogan County – Assist Gary George, Maintenance department and their County sheriff’s office in their UAS policy writing.

Benton County – Demonstrate the use of a drone for collecting roadway corridor data for their engineering design work. Requested by Douglas D’Hondt P.E.

Kitsap County – Preparing to fly two closed landfills for DOE documentation in order to support Ken Swindman and his team. Previously flown a few of their pit sites in 2018. Other County demo’s proposed: Grays Harbor, Jefferson, Cowlitz, Chelan, Skamania, Ferry and Stevens.

➤ **UAS Public Safety Application.**

WSDOT Aviation Division invited us to participate in a unique opportunity to provide input to a new system that will help safely launch and monitor drones on a routine basis. I firmly believe that efforts like this one are instrumental to the national effort to leverage the available drone technology in a responsible way.

WSDOT is partnering with AiRXOS, a subsidiary of GE Aviation. CRAB will be involved in the trial of a mobile app that they are working on in conjunction with the FAA to expedite the use of drones by first responders. This is a huge opportunity to provide input to a system that each of us may one day rely upon to help manage drone use within the state and provides first responders and authorized users with a way to quickly launch a drone while keeping the public community informed.

➤ **Request For Opinion on DOT – FAA Proposed Drone Rules.**

Per request, CRAB’s UAS program submitted our opinion regarding the FAA’s NPRM, “*Operations Over People*”. Full response on request but essentially not a proponent.

➤ **New Drone Purchase.**

CRAB has purchased a new drone! The *DJI Matrice 210* Rotary UAV (aka “CRAB-Copter”) comes with an upward Gimbal along with two downward, so that we can attach two sensors at a time focusing in one direction.

ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – April 25, 2019

Reporting Period: February 2019 thru April 2019

COUNTY VISITS

Mason 2/1/19, Cowlitz 2/28/19, Mason 4/9/19

COUNTY CONTACTS/CONSULTING

Total Contacts: 44

Number of: Counties: 14 Other Agencies: 10 Public: 9

COUNTY AUDITS – For Fiscal Year 2017

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

OFFICE OF THE COUNTY ENGINEER TRAINING

Commissioner Training April 10 at WSAC. 11 participants from 9 counties. Redesigned the training agenda and some content for May 2019.

COUNTY ENGINEER DESK REFERENCE

- Update Change Record
- Repair of various broken web-links and update to selected link titles
- Update CRAB website references due to new CRAB website launch 12/18
- 7.0.0 - Retool Section 7 CRAB website to conform with new website format
- 3.3.1 - add link to "AGO 2017 No. 1"
- 2.1.4 - add "change" to CE vacancy for Standard of Good Practice

OTHER ACTIVITIES OF THE EASS

- SAO meeting regarding MRSC County Revenue Manual: Road Levy sections
- Meeting with BORPELS regarding unlicensed practice – Co. Manag./PWD/CE
- Worked with Jim Oyler to get Model Documents on the CRAB website
- Professional Development conference at Suncadia
- Testified on HB 1951 in front of House Trans Comm
- Spring WSACE Western Roundtable