



## AGENDA

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

**Thursday**  
**1:00 PM**

**1 Call to Order**

**2 Chair's Report**

- A. Board Reappointments
- B. Approve July 25-26, 2019 Agenda
- C. Approve Minutes of April 25-26, 2019 CRABoard Meeting
- D. Elect Chair, Vice Chair, and Second Vice Chair

<a href="#">Info</a>	<a href="#">Enclosure</a>
<a href="#">Action</a>	<a href="#">Enclosure</a>
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**3 Certifications - Mike Clark**

- A. Resolution 2019-005 - Certify the Master Road Log
- B. Resolution 2019-006 - Certify MVFT Allocation Factors

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**4 Rural Arterial Program - Randy Hart, P.E.**

- A. Program Status Report
- B. Regional Meeting Update
- C. Project Request Actions Taken by CRAB Staff
- D. Resolution 2019-007 - Apportion RATA Funds to Regions
- E. Resolution 2019-008 - Establish Region Percentages for 2019-2021 Biennium

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**5 Executive Director's Report - John Koster**

- A. 2017-19 Ending Budget Report
- B. 2019-21 Budget
- C. Activities and Updates

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**6 Deputy Director's Report - Walt Olsen, P.E.**

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

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**RECESS 5:30 PM - Dinner at Tugboat Annie's**

**Friday  
8:30 AM**

**7 Call to Order**

**8 Emergency Loan Program - Drew Woods, PE**

Info	Enclosure
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**9 Staff Reports**

- A. Compliance & Data Analysis - Drew Woods, P.E.
- B. Engineering & Admin Support - Derek Pohle, P.E.
- C. Information Services - Eric Hagenlock
- D. Design Systems - Jim Ayres, PE

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**10 Possible Executive Session**

**ADJOURN**

Chair: \_\_\_\_\_

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

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

**Members Present:** Brian Stacy, PE, Pierce County Engineer, Chair  
Rob Coffman, Lincoln County Commissioner, Vice-Chair  
Al French, Spokane County Commissioner  
Bob Koch, Franklin County Commissioner  
Kathy Lambert, King County Council Member  
Grant Morgan, PE, Garfield County Engineer  
Randy Ross, Grays Harbor County Commissioner  
Mark Storey, PE, Whitman County Engineer

**Member Absent:** Lisa Janicki, Skagit County Commissioner, Second Vice-Chair

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

**Guests:** Bobby Jackson, Lewis County Commissioner  
\*Ahmad Qayoumi, PE, Clark County Engineer/PWD  
\*Susan Wilson, PE, Clark County Trans Programming Manager  
\*Chad Johnson, DES, CRAB Budget Analyst  
\*\*Jane Wall, WSACE Managing Director  
\*\*Paul Randall-Grutter, Skagit County Engineer/PWD

*\*Present April 25, 2019 only*

*\*\*Present April 26, 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 please sign in.

**CHAIR'S REPORT**

**Approve April 25-26, 2019 Agenda**

Commissioner Koch moved and Commissioner Ross seconded to approve the agenda as submitted. **Motion carried unanimously.**

### **Approve Minutes of January 24-25, 2019 CRABoard Meeting**

Commissioner Ross moved and Councilmember Lambert seconded to approve the minutes of the January 24-25, 2019 CRABoard Meeting. **Motion carried unanimously.**

### **RURAL ARTERIAL PROGRAM**

#### **Program Status Report**

Mr. Hart reviewed the Rural Arterial Program status report, noting that 1,082 of 1,181 projects have been completed. Anticipated revenue to the end of the 2017-19 biennium is \$608,454,648. RAP expenditures to date total \$580,841,211. RAP obligations remaining to active projects through the 2017-19 biennium total \$103,121,260. The RATA fund balance as of March 31 was \$19,361,771.

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

Mr. Hart reported that Clark, Cowlitz, Grays Harbor, King and Skagit Counties were facing construction lapsing on April 18, 2019. All five were granted extensions to April 18, 2021.

Asotin County's Snake River Road project commenced construction two years ago by processing construction materials, but lapsing of all remaining construction phases was not tracked as the county did not enter commencement information into RAP Online. Mr. Koster sent a letter to the county dated January 23, 2019, extending the lapsing date to April 16, 2021. All remaining construction phases must commence by that date in order for the county to retain RATA funding.

Chelan County requested approval to reduce the proposed width for Wenatchee Heights Road from 31 feet to 30 feet. The original width proposed was 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. Mr. Koster sent the county a letter on March 14, 2019, with a contract amendment approving the change. The signed amendment was returned to CRAB on April 10, 2019.

#### **Resolution 2019-002 - Apportion RATA Funds to Regions**

Mr. Hart presented Resolution 2019-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$5,298,107 deposited to the RATA for January, February and March 2019 be apportioned to the regions by the established 2017-2019 biennium regional percentages after setting aside \$143,387 for administration.

Commissioner French moved and Councilmember Lambert seconded to approve Resolution 2019-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

#### **Linking RATA Reimbursements to Project Progress**

Mr. Hart reported that 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.

The amount of obligation to projects each year has fluctuated between \$100 million and \$150 million, while available balance of RATA funds has fluctuated between \$15 million and \$40 million, and has remained under \$20 million for the last six 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. The CRABoard has, therefore, advised staff to link project payments to progress certified by the county engineer.

CRABstaff has developed a feature in RAP Online that will initially set CN reimbursements to commence five 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.

The list represents approximately one-third of all projects programmed for payment in the next two years. Any that show progress can advance, conditioned on CRABstaff review of funds available. There are 62 older projects not listed that will retain their current 2020 and 2021 reimbursement schedules, using \$56 million in RATA funds.

Mr. Hart noted that the advantages of linking reimbursements to project progress include encouraging more accurate, timely reporting; allowing projects to advance toward reimbursement in a timely and consistent manner; that counties still have the obligation to advertise for construction within six years of approval; CRAB will still allow a one-time, two-year extension for construction; with the allocation of new funds for the 2019-21 biennium, the total programmed amount to projects will be about \$165 million over the next seven years; CRAB will be better able to manage the RATA on a cash flow basis; and that RAP Online will advance the schedules automatically only after CRAB staff determines RATA funds are available.

Future and amended contracts will include the provision of "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."

### **Consideration of Available Funds for Allocation**

Mr. Hart reported that 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, selects and approves specific projects for RATA funding."

The CRABoard used an estimate of \$46,000,000 as the basis for its call for new projects in October 2018. County submittals and funding limits for the 2019-21 biennium are based on that amount. There are additional funds of \$5,260,775 turned back from the prior array and from prior projects that were recently withdrawn or underrun. Total available RATA funds are \$51,258,000, which multiplied by 90% equals \$46,132,200.

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 2017-19 biennium is \$20,061,771. Further reimbursement to counties in the 2019-21 biennium, based on spending history, will lower this balance to about \$17,771,771.

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 2023-25 biennium. This five 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 \$20 million and \$15 million before and after each construction season for the last six years. A steady balance is anticipated in the future. The account is gaining an additional \$4,844,000 in Connecting Washington funding in the 2019-21 biennium and Spokane County's Bigelow Gulch Projects are well into construction, anticipating \$9.5 million 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 beyond.

**Resolution 2019-003 – To Approve 2019-2021 RAP Projects and Allocate 90% of Estimated 2019-2021 RATA Revenue**

Mr. Hart presented Resolution 2019-003 - To Approve 2019-2021 RAP Projects and Allocate 90% of Estimated 2019-2021 RATA Revenue, which allocates 90% of the estimated 2019-2021 fuel tax revenue and turned-back funds for a total of \$46,132,200 to the listed projects in the five regions.

Following questions and discussion, Commissioner Ross moved and Mr. Storey seconded to approve presented Resolution 2019-003 - To Approve 2019-2021 RAP

Projects and Allocate 90% of Estimated 2019-2021 RATA Revenue. **Motion carried unanimously.**

### **Clark County Request for Emergency Project Funds**

Mr. Hart reported that Clark County has requested \$532,200 in emergency RATA funding for the repair of NW Pacific Highway, milepost 1.81 to 1.83. Federal funding is not available for this project, as the governor did not issue an emergency declaration for road impacts.

NW Pacific Highway is a major collector adjacent to Interstate 5 between the towns of Woodland and La Center, serving local residents along a five-mile route. It is also a freight alternate route 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 declared an emergency. The repairs provided a 13-foot corrugated metal pipe suitable for fish passage and included stabilizing the bank and replacing guardrail and pavement.

Staff has reviewed the project site and finds that the county declared an emergency; that the county has completed the necessary repairs; and that the request meets the requirements for RAP emergency funding.

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.

Mr. Hart introduced Mr. Qayoumi and Ms. Miller, who supplied further information on the request.

Following discussion, Vice-Chair Coffman moved and Mr. Storey seconded to approve Clark County's request for up to \$532,200 in emergency funding for the repair of NW Pacific Highway, milepost 1.81 to 1.83. This amount will be deducted from the county's funding limit for the 2021-2023 biennium. **Motion passed unanimously.**

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

Vice-Chair Coffman presented two videos of the progress on Lincoln County's Porcupine Bay Road repairs. He noted that the road is scheduled to reopen on May 6, after two years of construction.

## **EXECUTIVE DIRECTOR'S REPORT**

### **CRABoard Positions**

Mr. Koster reported that on March 1, 2019 he sent a letter to WSAC President Scott Hutsell notifying him of the June 2019 expiration of the terms of Vice-Chair Coffman,

Commissioner Koch, and Mr. Storey. He noted that all three members are eligible for reappointment by WSAC.

### **WSACE Award Nominations**

Koster reported that nomination forms for the WSACE Engineer of the Year and Project-Program Manager of the Year have been sent out. The application deadline is May 10, 2019. The awards will be given at the WSACE Conference in June.

### **Current Budget Status**

Mr. Koster introduced Mr. Johnson, who reported that the fund balances are tracking as projected throughout the remainder of the biennium.

### **2019-2021 Budget Submittal**

Mr. Johnson reported that the House and the Senate's proposed budgets are the same for all of CRAB's operating and capital funds. In regards to the new RAP emergency fund, the Senate proposal would take \$500,000 each from Fund 102 and Fund 186 to start the new program. The House proposal would use \$3,000,000 in new funds from the state transportation budget.

### **Updates**

Mr. Koster reported that Mr. Clark was promoted to a WMS 2 management position. The agency organizational chart has been updated.

He announced that the agency's requested legislation adjusting population limits for the CRABoard positions has been signed by the Governor. Senate Bill 5923 establishing a separate RATA emergency fund will be signed by the Governor on April 26.

Mr. Koster noted the inclusion of the minutes of the last WA State Road Usage Charge Committee in his report for the Board's information.

He reported that a security fence has been installed in a portion of the parking lot in order to safeguard the agency's vehicles from periodic vandalism. The agency's proposed office move is still in negotiation with the building owners.

Mr. Koster turned the floor over to Mr. Olsen, who presented proposed WAC 136-250, Allocation of Emergency Loan Account (ELA) Funds to Emergency Projects. He noted that this WAC will cover emergency projects only. Emergent projects will remain in WAC 136-163. The work must be the result of a natural or man-made disaster, and the applying county must declare an emergency. The Board authorized for staff to proceed with drafting the WAC and presenting it for discussion at the Washington State Association of County Engineers Conference in June.

### **COMPLIANCE REPORT**

At the January 2019 CRABoard meeting Mr. Woods reported that Yakima County was unable to meet the standard of good practice requiring all paved arterial and collector roads be rated for pavement condition. No action of the Board was requested, 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 was completed. There is no further action required regarding this issue.

Mr. Woods reported that 33 counties submitted the required Certification of the 2019 Road Levy and Estimated Revenue Produced by the February 1 due date. The remaining six counties submitted their forms by February 12. 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.

All 39 counties submitted the required Traffic Law Enforcement Certification, Certification of Expenses for Fish Passage Barrier Removal, Annual Construction Report, CAPP Report, Bridge Inspections, Annual Certification, Annual Certification for Maintenance Management, and County Ferry System Report to CRAB reasonably close to the April 1 deadline. Two minor issues were reported to CRAB and quickly addressed by the reporting counties.

Mr. Woods reported that Kittitas County is actively recruiting for a County Engineer. The Public Works Director is currently assuming those duties.

He noted that the Director of Highways and Local Programs has certified to CRAB that all 39 counties have current Bridge Inspection Certificates on file with the Department.

He reported that there were no new audit findings involving county road or ER&R funds from January 19, 2019 to April 19, 2019.

On March 28, 2019, the SAO issued a finding to Spokane County 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, and will continue to monitor the situation. Staff does not anticipate any action being required by the CRABoard.

Ferry County's FY 2016 – FY 2017 accountability audit resulted in a management letter dated February 4, 2019 regarding the stability of the county road fund. As of the end of February 2019, the road fund had a balance of \$380,000 and outstanding grant reimbursements of \$400,000 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's 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.

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. The county continues to work on an indirect cost distribution plan, and hope to have it approved by the State Auditor's Office by mid-2019.

Mr. Woods certified that he has reviewed all of the compliance reporting with Mr. Olsen. Staff recommends issuance of a 2018 Certificate of Good Practice for all 39 counties.

Mr. Woods reported on his other activities and meetings.

### **Resolution 2019-004 – Certificates of Good Practice**

Mr. Koster announced that as required by RCW 36.78.090 and RCW 36.78.100, and pursuant to WAC 136-04-010 through WAC 136-04-060, he is submitting to the County Road Administration Board a report of the review of the annual certifications submitted by the counties for the calendar year 2018. Each year, these certifications provide information to this agency which touches upon three main areas: Management and Administration; Document Submittal, which includes such items as road levy certification, road log updates, construction reports, etc.; and Operations. From receipt of this information, staff is able to determine the level of compliance with applicable laws and Standards of Good Practice achieved by the counties of the State of Washington, and it is upon demonstrated compliance with these laws and standards which continued receipt of the fuel tax distribution depends.

He concluded that all 39 counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice.

Following questions and discussion, Commissioner French moved and Councilmember Lambert seconded to approve Resolution 2019-004, issuing Certificates of Good Practice to all 39 counties. **Motion carried unanimously.**

### **DEPUTY DIRECTOR'S REPORT**

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

Mr. Olsen noted that 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.

On February 1, 2019, Cowlitz County appointed Susan Eugenis, PE, as the County Engineer after the termination of Brad Bastin, PE, effective February 1, 2019.

On February 5, 2019, Douglas County appointed Aaron Simmons, PE as County Engineer, effective February 5, 2019.

#### **County Visits completed since January 2019**

Mr. Olsen noted visits to Lewis, Douglas, Okanogan and Ferry 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 nine audit reports representing seven counties since the January 2019 board meeting. Two audits 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	<b>1</b>		
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			<b>1</b>	<b>NC</b>
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							

## Activities

Mr. Olsen reviewed a list of his activities since the January 2019 CRABoard meeting, including attending the National Association of County Engineers Conference in Wichita, Kansas. He announced that Chair Stacy won the 2019 Urban County Engineer of the Year Award at that conference.

Mr. Olsen reported on his attendance at an Emergency Services presentation, where he learned of a mobile application called MSAR that is available for submitting federal disaster reports through the ER fund of FHWA. He will be meeting with the MSAR staff on May 1 to discuss the possibilities of its use by the counties.

**Chair Stacy recessed the meeting at 3:46 p.m. The meeting will reconvene April 26, 2019 at 8:30 a.m.**

**County Road Administration Board**  
**Friday, April 20, 2018**

**CALL TO ORDER**

The meeting was reconvened by Chair Stacy at 8:30 a.m.

**WSACE UPDATE**

Ms. Wall noted that the WSACE will be increasing their dues for the first time in 11 years. The annual WSACE Conference will be June 18-20 at the Semiahmoo Resort in Whatcom County.

She reported on the status of bills in the legislature, and noted that it appears they will be able to finish their business by the end of the regular session Sunday and not need to go into special session. Both houses have agreed on an operations budget, and have generally agreed on a transportation budget.

**STAFF REPORTS**

**Information Systems**

Mr. Hagenlock reported on the status of the GIS-Mo project, noting that it has moved out of the planning stages and into development. Mr. Olsen was successful in getting a \$50,000 increase in the Washington Transportation Safety Commission grant.

Initial development should be completed in September, and then the project will move into training. Staff has engaged DTS for VUEWorks Program training development.

Phase 3, the VUEWorks Configuration Kickoff, will be at the CRAB offices May 7-8. Staff will be making several presentations at conferences in the coming months.

He reported on the WATECH Migration Project, noting that the decision has been made to move to the WaTech Private Cloud. The OCS Security Design Review is underway. WaTech network configuration is 50% complete, and requires approved OCS security design review to finish. The WaTech Private Cloud team is awaiting the Network team. If the process is not completed by the June 30 deadline, staff will request an extension.

The Virtualization of the SQL Server was completed in February.

A SQL Server upgrade will be purchased by June 30 to develop the upgrade/migration timeline for production environment.

Mr. Hagenlock reported that IT staff tasks for the proposed physical office move will include scheduling fiber installation to the new server room, testing and labeling all cabling between the new offices and server room, scheduling IT server equipment relocation and fiber cutover, and installing a VoIP phone system.

A vulnerability scan of the new website showed a decrease of site critical exploits from 65 to eight.

Devin Rue is interning from SPSCC to assist staff in developing a prototype Content Management System.

Mr. Hagenlock noted that Mike Clark coordinated a PowerBI presentation by Tim Dyeson from the HealthCare Authority on January 18 at CRAB. Mr. Clark and Kathy O'Shea attended the Washington State DOT Crash Data Improvement Program on February 5, and Mr. Clark attended a WSDOT Chipseal Roundtable on March 18.

The IT team continues to participate in monthly webinars to familiarize themselves with VUEWorks. Mr. Hagenlock, Mr. Clark, Mr. Oyler, Ms. O'Shea, Mr. Cole and Mr. Campbell attended a four-day Esri Roads & Highways training April 8–11 in the CRAB Training Room.

Mr. Hagenlock reported on ongoing system security updates, noting that staff is developing a Mobile Device Management (MDM) policy and procedures to comply with OCIO Policy 191. Windows critical updates have been performed and automated, and full server anti-virus sweeps are routinely conducted. Staff found and quarantined an email virus as detected by the Office of Cyber Security (OCS).

He reported that in the first quarter of 2019, staff conducted 12 person days of training, involving the staff of five counties. Regularly scheduled Mobility training is no longer be offered, but will be scheduled on an as-needed basis.

Also in the first quarter of 2019, 97 reported issues were resolved across 14 categories.

Mr. Hagenlock introduced Mr. Cole, who gave a brief demonstration of the Mobility replacement system.

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

### **Design Systems**

Mr. Ayres noted two recent AutoCAD training sessions held in the CRAB. He reported that he has begun offering an online computer based training video/PDF, "*Civil 3D User Interface*", as a prerequisite to attend the Civil 3D fundamentals class.

He reported on upcoming support for the Counties UAS Program in Okanogan, Benton and Kitsap Counties. Other demonstrations are proposed in Grays Harbor, Jefferson, Cowlitz, Chelan, Skamania, Ferry and Stevens Counties.

He noted that the WSDOT Aviation Division invited CRAB to provide input into a new system that will help safely launch and monitor UAVs on a routine basis. Efforts like this are crucial to the national effort to leverage the available UAV 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 they are working on in conjunction with the FAA to expedite the use of drones by first responders. This system can help manage drone use within the state, and provide first responders and authorized users with a way to quickly launch a UAV while keeping the public informed.

CRAB's UAS program received a Request For Opinion on the DOT-FAA Proposed UAV Rules, and submitted staff's opinion regarding the FAA's NPRM, "*Operations Over People*", noting that CRAB is not a proponent.

CRAB has purchased a *DJI Matrice 210* Rotary UAV, which comes with one upward Gimbal and two downward, allowing the attachment of two sensors at a time focusing in one direction.

### **Engineering and Support Services**

Mr. Pohle noted onsite visits to Mason and Cowlitz Counties, and noted 14 contacts with counties, ten with other agencies and nine with the public since the January CRABoard meeting.

He reported that 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 noted that Commissioner Training was conducted on April 10 at WSAC, with 11 participants from nine counties. A three-day County Engineers Training will be held at CRAB May 15-17. There are 11 participants registered from seven counties. He has redesigned the training agenda and some content for that class.

He has updated the County Engineer Desk Reference, repairing broken web-links and updating selected link titles, along with updating CRAB website references due to the new website launch last December. He plans to post the update in May.

Mr. Pohle reported on his other activities since the January CRABoard meeting.

Chair Stacy adjourned the CRABoard meeting at 10:22 a.m.

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Chair

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Attest



June 5, 2019

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

Mr. Koster:

The Board of Directors of the Washington State Association of Counties (WSAC) appoints the following members to the County Road Administration Board:

- Mark Storey, Whitman County Engineer (20,000 – 125,000 pop, Engineer)
- Rob Coffman, Lincoln County Commissioner (20,000 pop. or less, Elected)
- Bob Koch, Franklin County Commissioner (20,000 – 125,000 pop., Elected)

If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or [danderson@wsac.org](mailto:danderson@wsac.org).

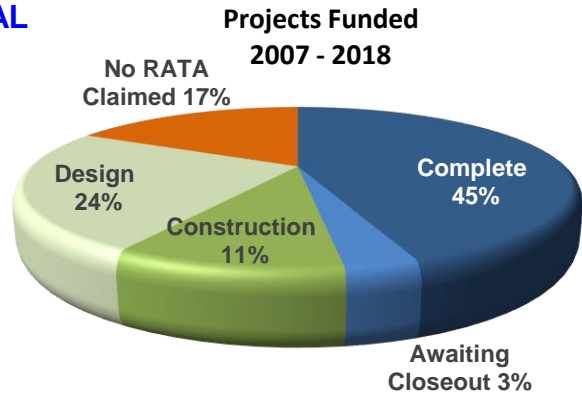
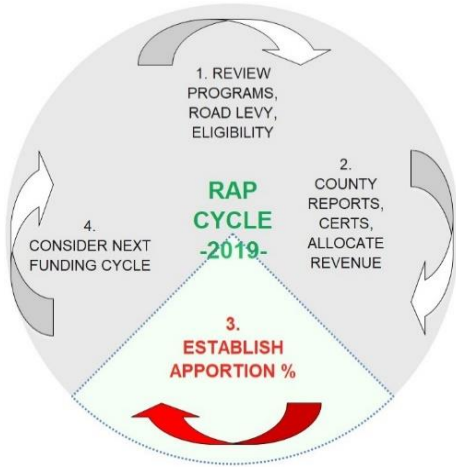
Sincerely,

Eric B. Johnson  
Executive Director  
Washington State Association of Counties

cc:

Mark Storey, Whitman County Engineer  
Rob Coffman, Lincoln County Commissioner  
Bob Koch, Franklin County Commissioner

## RURAL ARTERIAL PROGRAM July, 2019



### PROJECT STATUS:

Billing Phase	'83-'07	'07-'09	'09-'11	'11-'13	'13-'15	'15-'17	'17-'19	Current Biennium '19-'21	TOTAL
<b>Completed</b>	<b>958</b>	<b>41</b>	<b>34</b>	<b>2</b>	<b>30</b>	<b>10</b>	<b>1</b>		1076
<b>Awaiting Closeout</b>		<b>2</b>			<b>3</b>	<b>3</b>	<b>1</b>		9
<b>Some RATA paid</b>	<b>1</b>	<b>1</b>	<b>6</b>		<b>16</b>	<b>30</b>	<b>38</b>	<b>1</b>	93
<b>No RATA Paid</b>					<b>1</b>		<b>3</b>	<b>42</b>	46
<b>TOTAL</b>	959	44	40	2	50	43	43	43	1181

### FUND STATUS:

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

Fuel tax receipts and interest through June, 2017	562,159,348
<b>Estimated fuel tax receipts, interest and CW Transfers</b> July 2017 thru June 2019	46,295,300
Total estimated revenue	<b>608,454,648</b>

**RAP Expenditures to date:**

To Completed Projects	534,598,502
To Projects in Design or Under Construction	38,770,598
Administration	11,872,782
Total RATA spent	<b>585,241,883</b>

**RAP Obligations:**

RATA Balance on Active Projects	132,609,181
RATA \$ yet to allocate to Partially funded projects -	31,100,038
Requests for reimbursement - pending	2,597,984
Estimated remaining administration through 2017- 2019 biennium	0
Total RATA obligated	<b>166,307,203</b>

### QTR 2 - 2019 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
April	\$19,361,771.42	1,946,917.49	\$29,133.85	(898,642.93)	33	(50,390.03)	\$20,388,789.80
May	\$20,388,789.80	\$1,475,249.09	\$31,304.85	(454,300.75)	20	(54,352.28)	\$21,386,690.71
June	\$21,386,690.71	\$2,209,492.72	\$34,458.18	(2,355,782.40)	36	(51,064.25)	\$21,223,794.96
<b>TOTALS:</b>		\$5,631,659.30	\$65,763.03	(3,708,726.08)	89	(155,806.56)	



*County Road Administration Board – July 25, 2019*  
**Regional RAP meetings update**

Regional meetings were held in May and June 2019. Topics covered:

- Actions and funding of new projects by the CRABoard at its April meeting.
- Biennial funding estimates for RAP (46,000,000) and CAPP (38,500,000) which includes \$4.8M Connecting Washington funding for each.
- The rescheduling of payments for recently approved projects that were not showing progress, as well as new projects out to 2024.
- RAP will receive funds from licensing of electric vehicles ~ \$700K in September.
- Federal Lands Access Program funding. Commitment of estimated funds is currently programmed out to 2023, and overruns are appearing on a couple projects. Western Federal Lands (FHWA) has determined a possible call for new projects in 2020.
- Updates to RAP Online:
  - Require a standard road cross section template for 2R, 3R, RC type projects
  - Counties will list the current PCR on the preliminary RAP application.
  - Certifying progress will establish when reimbursements are scheduled.
  - County must update notifications of project phases when certifying 90% design and PS&E.
  - CRABoard will consider a call for projects in 2020 at its October 2019 meeting
- Potential WACs for Emergency Loan Program.
- The regions proposed no changes to their existing project evaluation processes. They reviewed 2R projects, potential augmentation of Fish Barrier rating criteria, and potential match for BRAC funded bridges.
- Mike Clark reiterated the need for accurate and up to date pavement ratings and road information. Update on GIS-Mo deployment. MVFT and CAPA estimates will be published after July CRABoard meeting.
- Drew Woods provided an overview of compliance issues as well as the basic requirements and restrictions of the new Emergency Load Program.

RESOLUTION 2019-008

**TO ESTABLISH REGIONAL PERCENTAGES FOR THE APPORTIONING OF RATA FUNDS DURING THE 2019-2021 BIENNIUM**

**WHEREAS**, RCW 36.79.030 establishes five regions within the state for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and,

**WHEREAS**, RCW 36.79.040 establishes the requirements for the apportioning of RATA funds; and,

**WHEREAS**, WAC 136-100-050 contains the computation of **rural land areas** based on the most recent census data (2010) from the Office of Financial Management as follows:

<u>Region</u>	<u>Rural Land Area (Square Miles)</u>	<u>Percent of Total</u>
Northeast	26,648	41.58
Northwest	7,798	12.17
Puget Sound	4,756	7.42
Southeast	14,641	22.85
Southwest	<u>10,238</u>	<u>15.98</u>
TOTAL	64,081	100.00

and,

**WHEREAS**, The **mileages of rural principal and minor arterials, and rural major and minor collectors** for each of the five regions, as shown in the County Road Log maintained by the CRABoard office as of July 25, 2019 as required by WAC 136-100-050 are as follows:

<u>Region</u>	<u>Road Mileage</u>	<u>Percent of Total</u>
Northeast	5,536.34	44.71
Northwest	1,275.62	10.30
Puget Sound	823.41	6.65
Southeast	2,972.03	24.01
Southwest	<u>1,775.01</u>	<u>14.33</u>
TOTAL	12,382.41	100.00

and,

**WHEREAS**, The computation of **apportionment percentages** for each of the five regions result in the following:

<u>Region</u>	<b><u>Final Apportionment Percentages</u></b>
Northeast	<b>43.67</b>
Northwest	<b>10.92</b>
Puget Sound	<b>6.91</b>
Southeast	<b>23.62</b>
Southwest	<b><u>14.88</u></b>
TOTAL	<b>100.00</b>

**NOW, THEREFORE BE IT RESOLVED** that the apportionment percentages shown above are hereby established for the five regions for use in the apportionment of RATA funds deposited during the **2019-2021** biennium.

Adopted by the CRABoard on July 25, 2019

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

\_\_\_\_\_  
ATTEST

**From:** Drew Woods  
**To:** ["Aaron Simmons"](#); ["Ahmad Qayoumi"](#); ["Bill Oakes"](#); ["Bob Breshears"](#); ["Bob Breshears"](#); ["Brian Stacy"](#); ["Chad Coles"](#); ["Charles Eaton"](#); ["Colin Huntemer"](#); ["Craig Erdman"](#); ["Diane Sheesley"](#); ["Don Ramsey"](#); ["Douglas McCormick"](#); ["Dustin Johnson"](#); ["Eric Pierson"](#); ["Gordon Kelsey"](#); ["Grant Morgan"](#); ["Jeff Tincher"](#); ["Joe Rutan"](#); ["Jon Brand"](#); ["Josh Thomson"](#); ["Mark Cook"](#); ["Mark Storey"](#); ["Matt Pietrusiewicz"](#); ["Matt Rasmussen"](#); ["Mike Collins"](#); ["Monte Reinders"](#); ["Paul Lacy"](#); ["Paul Randall-Grutter"](#); ["Rick Brater"](#); ["Rob Wilson"](#); ["Ross Tyler"](#); ["Scott Lindblom"](#); ["Scott Yaeger"](#); ["Susan Eugenis"](#); ["Tim Elsea"](#); ["Tim Fife"](#); ["Tony Garcia"](#); ["Wayne Cornwall"](#)  
**Cc:** [John Koster](#); [Walt Olsen](#); [Derek Pohle](#); [Randy Hart](#)  
**Subject:** Emergency Loan Program WAC  
**Date:** Thursday, June 13, 2019 2:16:00 PM  
**Attachments:** [Emergency Project Flowchart.pdf](#)  
[WAC 136-250 -- 2019 Edits v1.pdf](#)  
[WAC 136-163 -- 2019 Edits v1.pdf](#)  
[ELP Prioritization.pdf](#)

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Good Afternoon Everyone – Attached are several documents relating to the new Emergency Loan Program (ELP) that the legislature created in the last session. The goal of the ELP is to provide financial assistance to the counties during a disaster. We have been discussing the new program in general terms at the recent regional RAP meetings. Now we need to start getting into the specifics. We want input from the counties at the WSACE conference next week. Attached to the email are the following:

- Funding flowchart – This flowchart shows the proposed method for how temporary and permanent repairs can be funded by the ELP and/or RAP.
- WAC 136-163 – Proposed changes to WAC 136-163 that will eliminate emergency projects from RAP. Emergent projects will still be available as an option for permanent repairs on RAP eligible roads.
- WAC 136-250 – A new WAC chapter regarding the administration of the ELP.
- Prioritization Spreadsheet – This spreadsheet shows how counties will be ranked using the proposed method should CRAB receive multiple ELP requests from the same regional event. This spreadsheet will be updated whenever the MVFT distribution is recalculated.

The highlights for the ELP are:

- Must be a declared emergency at the county, state or federal level.
- Funds can be used on any road under the county's jurisdiction. This includes local access roads.
- Any county under 800,000 population as of April 1, 2019 may participate if they have a certificate of good practice and are eligible to participate in RAP.
- Initial funding (Executive Director level) is up to \$2,000,000 or 50% of available fund balance, whichever is less. A county may request additional funding from the CRABoard.
- In the event of a regional event, counties will be prioritized for funding using the average ranking of two of the three MVFT calculation fields – Annual road costs & Money needs.
- Payback will be required over a 24 month period with quarterly principle payments. If a county pays back a loan within 6 months, the loan will be interest free.
- Interest will be the monthly rate of return for the LGIP (Local Government Investment Pool managed by the state treasurer) not to exceed 3%.

Please review these documents and bring any thoughts or questions with you to the WSACE

conference next week. We will be asking for feedback/input during CRAB's time on the Wednesday agenda. If you cannot make the conference, feel free to contact me with your questions and comments.

Our schedule for adopting the WAC's is at the January 2020 CRABoard meeting. To meet that deadline, we will be presenting at the July CRABoard meeting a version that incorporates the attached documents and input from the counties. Until the CRABoard adopts rules for the ELP, we cannot make any loans. We want to have the program available in time for winter and spring of 2020 in case mother nature has some nastiness in store for you.

Drew Woods, P.E.  
Compliance and Data Manager  
County Road Administration Board  
360-350-6083  
*509-382-2202 Mobile*

## Chapter 136-163 WAC

### ALLOCATION OF RATA FUNDS TO EMERGENT ~~AND EMERGENCY~~ PROJECTS

#### WAC Sections

- 136-163-010 Purpose and authority.  
136-163-020 Definitions: Project eligibility.  
~~136-163-030 Limitations and conditions-Emergency projects.~~  
~~136-163-040 Limitations and conditions-Emergent projects.~~  
136-163-050030 Limitations and conditions, ~~Emergency and emergent projects.~~  
136-163-060040 Action by the county road administration board.

#### **136-163-010**

##### **Purpose and authority.**

RCW 36.79.140 provides for the authorization of RATA rural arterial trust account funds for projects of an emergent nature. This chapter describes the manner in which counties may request RATA ~~funds~~ funding for such emergent projects and the manner in which the county road administration board will respond to such requests.

#### **136-163-020**

##### **Definitions: Project Eligibility.**

For the purposes of this chapter, the term “emergent nature” as used in RCW 36.79.140 shall mean both “emergent” and “emergency” projects as follows:

- (1) ~~Emergency project: Work of either a temporary or permanent nature which restores roads and bridges 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 which results in the destruction or severe damage to RATA-eligible 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.~~
- (2) ~~Emergent project: RATA-eligible work necessitated by sudden and unanticipated development, growth, access needs, or legal decisions. This work is not the result of an emergency situation as previously defined. This work, in consideration of good transportation capital facilities management, will also require a county to commit resources beyond its current six-year transportation program and prior to the next six-year transportation program annual update as provided for in RCW 36.81.121.~~

Projects of an emergent nature may be funded through the rural arterial program as authorized by RCW 36.79. An emergent project is defined as a project whose need the county was unable to anticipate at the time the six-year program of the county was developed. Emergency work to temporarily restore a county road for the short-term use of the traveling public is not eligible for funding as an emergent project; however, a project to permanently repair a county road after an emergency may be considered for funding if the proposed project meets all other requirements of the rural arterial program.

To be eligible for emergent project approval, the project shall be evaluated by the county road administration board grant programs engineer, with the participation of the county engineer, on the same point system as all other projects within the region. The proposed emergent project must rank at or above the regional funding cut off line on the current array based upon one hundred percent of the current estimated regional allocation as determined by the county road administration board.

#### ~~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 provided for in WAC 136-161-090, with the total project cost limited to the actual expenditures by the county.~~

#### ~~136-163-040~~

##### ~~Limitations and conditions-Emergent projects.~~

~~—————To be eligible for emergent project approval, the project shall be evaluated by the county road administration board grant programs engineer, with the participation of the county engineer, on the same point system as all other projects within the region. The proposed emergent project must rank at or above the regional funding cut off line on the current array based upon one hundred percent of the current estimated regional allocation as determined by the county road administration board.~~

#### ~~136-163-050~~**030**

##### ~~Limitations and conditions.~~ **Emergency and emergent projects.**

All projects for which ~~RATA~~ rural arterial program 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 showing that the project is ~~either emergent or emergency as described in WAC 136-163-020 through 136-163-040~~ this chapter; and,

(2) The requesting county shall clearly demonstrate that the need for the project was unable to be anticipated at the time the current six-year transportation program was developed; and,

(3) The requesting county agrees to a reduction in the next funding period's maximum RATA eligibility to the county equal to the RATA that may be provided; however, should that region not have a maximum RATA eligibility for each county, the requesting county agrees to withdraw, amend or delay an existing approved project or portion thereof in an amount equal to the RATA that may be provided for the project.

| **136-163-~~060~~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.

## Chapter 136-250 WAC

### EMERGENCY LOAN PROGRAM (ELP)

#### WAC Sections

136-250-010	Purpose and authority
136-250-020	Definitions
136-250-030	Eligible work
136-250-040	County eligibility
136-250-050	Project type and submittal
136-250-060	Funding limits
136-250-070	Prioritization
136-250-080	Payback terms
136-250-090	Execution of a CRAB/County contract
136-250-100	Failure to meet requirements of this chapter or terms of the contract
136-250-110	Report to legislature

#### **136-250-010**

##### **Purpose and authority.**

RCW 36.78.070 provides that the county road administration board shall administer the emergency revolving loan program established by chapter 36.78 RCW. This chapter describes the manner in which the county road administration board will administer the provisions of the emergency revolving loan program.

#### **136-250-020**

##### **Definitions.**

For this chapter, the following definitions shall apply:

- (1) Board – County road administration board as defined in RCW 36.78
- (2) CRAB – County road administration board
- (3) DDIR – Detailed damage inspection report used by the federal highway administration as an application for emergency funding under their programs.
- (4) LGIP – Local government investment pool under the administration of the state treasurer
- (5) Permanent – Work that restores or improves a county road for the long-term use by the traveling public.
- (6) Temporary – Work that restores a county road for the short-term use by the traveling public. Temporary work typically results in restricted use and signing of deficiencies for the safety of the traveling public.



### **136-250-030**

#### **Eligible work.**

Eligible work under this chapter is work of either a temporary or a permanent nature. Permanent work must restore the roadway to the pre-disaster condition and may include necessary improvements to bring the damaged roadway to current design standards. This work must be the result of a natural or man-made event that results in the closure or substantial restriction of use of the roadway by the traveling public. Work of an emergency nature is beyond the scope of work done by a county in repairing damage normally or reasonably expected from seasonal or other natural conditions.

This program may fund eligible work on any classification of road under the county's jurisdiction.

### **136-250-040**

#### **County eligibility.**

Any county who is eligible to participate in the rural arterial program, has a current certificate of good practice and a total population under 800,000 as of April 1, 2019 is eligible to participate in this program.

### **136-250-050**

#### **Project type and submittal.**

There are two project types eligible for funding under this program:

- (1) Site specific – Single location
- (2) County wide – Multiple sites within a single county

To request a loan through this program, the county shall submit the following:

- (1) A copy of the adopted emergency declaration; and,
- (2) A brief description of the project site(s) requested for funding; and,
- (3) An estimate of costs for work at each site(s); and,
- (4) Pictures of the damaged area(s); or,
- (5) A DDIR for each site may be submitted in lieu of requirements (1) thru (4) above.

### **136-250-060**

#### **Funding limits.**

Project funding is limited to two million dollars or fifty percent of available fund balance, whichever value is less. If a county desires funding above these limits, the county's legislative authority may request additional funding at the next regularly scheduled board meeting.

### **136-250-070**

#### **Prioritization.**

If CRAB receives multiple loan requests resulting from a single regional event, funding shall be prioritized. Prioritization will be made by averaging the county rankings for the following criteria:

(1) RCW 46.68.124(2) – Annual road costs. Counties ranked from lowest road cost factor to highest.

(2) RCW 46.68.124(3) – Money needs. Counties ranked from lowest money needs factor to highest.

The lower the average county ranking, the higher priority that county is for funding during a regional event.

### **136-250-080**

#### **Payback terms.**

Any loan funded through this program shall have a term not to exceed twenty-four months with quarterly principal payments made to CRAB.

Interest on the amount of the loan shall be the monthly rate of return for the LGIP not to exceed three percent. Interest due will be calculated and invoiced to the county after receipt of the final principle payment.

If a county pays the county road administration board the principle amount of the loan within six months of the date of contract execution, no interest will be charged and the contract will be closed. Should a county not pay the loan in full within six months of the date of contract execution, interest will be calculated from the date of contract execution to the date of final payment. A county may pay off any loan received through this program before the end of the term to reduce the amount of interest owed.

### **136-250-090**

#### **Execution of CRAB/county contract.**

The executive director of CRAB is authorized to execute a contract with any eligible county under this program with a not to exceed amount of two million dollars or fifty percent of available fund balance, whichever value is less. A county may request additional funding through this program at the next regularly scheduled board meeting.

Upon execution of a contract under this chapter, the executive director will advise board members of the contract details including county, number of project(s) and the loan amount.

**136-250-100****Failure to meet requirements of this chapter or terms of the contract.**

Should a county fail to meet the requirements of this chapter or the terms of the contract, the matter will be before the board at their next regularly scheduled meeting. The county will be requested to be present for said meeting to provide an explanation for failing to meet the requirements of this chapter or terms of the contract. At said meeting, the board may take any action it deems necessary to ensure prompt compliance of the requirements of this chapter and the terms of the contract.

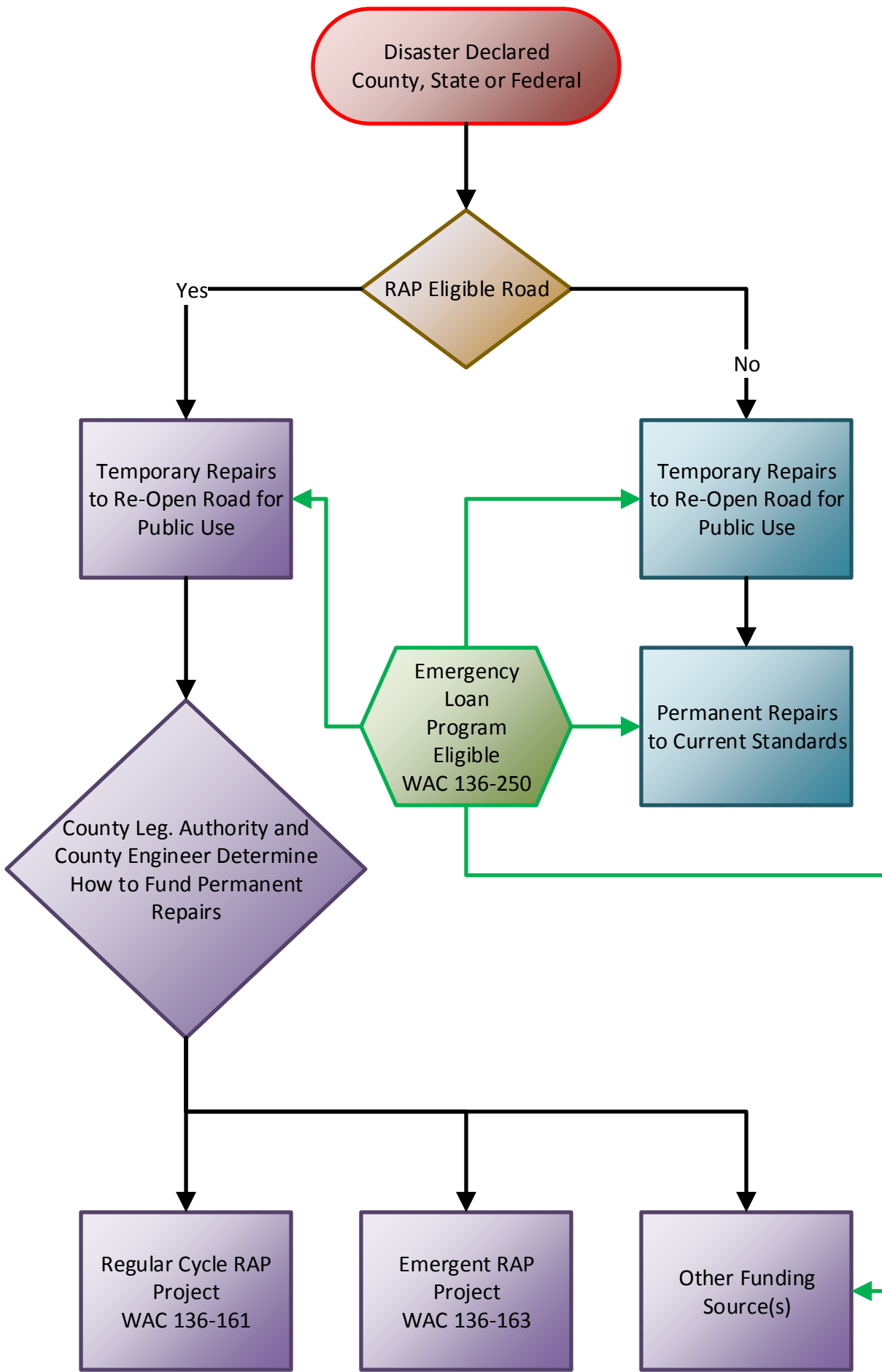
**136-250-110****Report to legislature.**

Consistent with RCW 43.01.036, the board must submit a report to the legislature by December 1<sup>st</sup> of each even-numbered year identifying each project that received money from the CRAB emergency loan account, the amount of the loan, the expected repayment terms of the loan, the expected date of repayment, and the loan repayment status. Each project should be reported about until the loan is repaid.

	Needs	Needs Ranking	Costs	Costs Ranking	Average Ranking
<i>Wahkiakum</i>	<i>0.6529</i>	<i>3</i>	<i>0.4607</i>	<i>1</i>	<i>2</i>
<i>Skamania</i>	<i>0.4935</i>	<i>2</i>	<i>0.5553</i>	<i>2</i>	<i>2</i>
<i>San Juan</i>	<i>0.1327</i>	<i>1</i>	<i>0.5708</i>	<i>3</i>	<i>2</i>
<i>Pacific</i>	<i>0.9855</i>	<i>5</i>	<i>0.8669</i>	<i>4</i>	<i>4.5</i>
Jefferson	0.9085	4	0.9125	6	5
<i>Garfield</i>	<i>1.2895</i>	<i>9</i>	<i>0.8849</i>	<i>5</i>	<i>7</i>
<i>Asotin</i>	<i>1.3303</i>	<i>11</i>	<i>0.9671</i>	<i>7</i>	<i>9</i>
Clallam	1.2582	8	1.3220	11	9.5
Cowlitz	0.9952	6	1.4669	13	9.5
<i>Columbia</i>	<i>1.4666</i>	<i>12</i>	<i>1.0452</i>	<i>8</i>	<i>10</i>
<i>Pend Oreille</i>	<i>1.5366</i>	<i>13</i>	<i>1.1522</i>	<i>9</i>	<i>11</i>
Island	1.0738	7	1.5991	16	11.5
Mason	1.3157	10	1.5479	14	12
<i>Ferry</i>	<i>1.8280</i>	<i>16</i>	<i>1.2869</i>	<i>10</i>	<i>13</i>
Kittitas	1.5488	14	1.4331	12	13
Chelan	1.6041	15	1.5877	15	15
Grays Harbor	1.8925	17	1.6797	17	17
Benton	2.5859	22	2.1153	19	20.5
Skagit	2.1926	19	2.4969	22	20.5
Franklin	2.8930	25	2.0719	18	21.5
<i>Klickitat</i>	<i>2.8361</i>	<i>24</i>	<i>2.1333</i>	<i>20</i>	<i>22</i>
Walla Walla	2.9621	26	2.2636	21	23.5
Lewis	2.7857	23	2.6748	24	23.5
Whatcom	2.5419	21	3.0487	27	24
Kitsap	2.4434	20	3.3452	28	24
Okanogan	3.5844	28	2.6492	23	25.5
Clark	2.1561	18	3.8913	33	25.5
Stevens	3.9821	29	2.9609	25	27
Douglas	4.1679	30	3.0482	26	28
Thurston	2.9966	27	3.3641	29	28
<i>Adams</i>	<i>5.2511</i>	<i>33</i>	<i>3.4872</i>	<i>30</i>	<i>31.5</i>
Whitman	5.2378	32	3.5254	31	31.5
Yakima	5.2167	31	4.3274	34	32.5
<i>Lincoln</i>	<i>5.4533</i>	<i>34</i>	<i>3.6348</i>	<i>32</i>	<i>33</i>
Grant	7.4772	36	5.3901	35	35.5
Spokane	6.5398	35	6.1114	36	35.5

Counties in red italics font are under 30,000 in population

	Needs	Needs Ranking	Costs	Costs Ranking	Average Ranking	
Northwest Region	<i>1 San Juan</i>	<i>0.1327</i>	<i>1</i>	<i>0.5708</i>	<i>3</i>	<i>2</i>
	2 Jefferson	0.9085	4	0.9125	6	5
	3 Clallam	1.2582	8	1.3220	11	9.5
	4 Island	1.0738	7	1.5991	16	11.5
	5 Skagit	2.1926	19	2.4969	22	20.5
	6 Whatcom	2.5419	21	3.0487	27	24
	7 Kitsap	2.4434	20	3.3452	28	24
Northeast Region	<i>1 Pend Oreille</i>	<i>1.5366</i>	<i>13</i>	<i>1.1522</i>	<i>9</i>	<i>11</i>
	<i>2 Ferry</i>	<i>1.8280</i>	<i>16</i>	<i>1.2869</i>	<i>10</i>	<i>13</i>
	3 Chelan	1.6041	15	1.5877	15	15
	4 Okanogan	3.5844	28	2.6492	23	25.5
	5 Stevens	3.9821	29	2.9609	25	27
	6 Douglas	4.1679	30	3.0482	26	28
	<i>7 Adams</i>	<i>5.2511</i>	<i>33</i>	<i>3.4872</i>	<i>30</i>	<i>31.5</i>
	8 Whitman	5.2378	32	3.5254	31	31.5
	<i>9 Lincoln</i>	<i>5.4533</i>	<i>34</i>	<i>3.6348</i>	<i>32</i>	<i>33</i>
	10 Grant	7.4772	36	5.3901	35	35.5
	11 Spokane	6.5398	35	6.1114	36	35.5
Southeast Region	<i>1 Garfield</i>	<i>1.2895</i>	<i>9</i>	<i>0.8849</i>	<i>5</i>	<i>7</i>
	<i>2 Asotin</i>	<i>1.3303</i>	<i>11</i>	<i>0.9671</i>	<i>7</i>	<i>9</i>
	<i>3 Columbia</i>	<i>1.4666</i>	<i>12</i>	<i>1.0452</i>	<i>8</i>	<i>10</i>
	4 Kittitas	1.5488	14	1.4331	12	13
	5 Benton	2.5859	22	2.1153	19	20.5
	6 Franklin	2.8930	25	2.0719	18	21.5
	<i>7 Klickitat</i>	<i>2.8361</i>	<i>24</i>	<i>2.1333</i>	<i>20</i>	<i>22</i>
	8 Walla Walla	2.9621	26	2.2636	21	23.5
	9 Yakima	5.2167	31	4.3274	34	32.5
Southwest Region	<i>1 Wahkiakum</i>	<i>0.6529</i>	<i>3</i>	<i>0.4607</i>	<i>1</i>	<i>2</i>
	<i>2 Skamania</i>	<i>0.4935</i>	<i>2</i>	<i>0.5553</i>	<i>2</i>	<i>2</i>
	<i>3 Pacific</i>	<i>0.9855</i>	<i>5</i>	<i>0.8669</i>	<i>4</i>	<i>4.5</i>
	4 Cowlitz	0.9952	6	1.4669	13	9.5
	5 Mason	1.3157	10	1.5479	14	12
	6 Grays Harbor	1.8925	17	1.6797	17	17
	7 Lewis	2.7857	23	2.6748	24	23.5
	8 Clark	2.1561	18	3.8913	33	25.5
	9 Thurston	2.9966	27	3.3641	29	28



**From:** [Monte Reinders](#)  
**To:** [Drew Woods](#)  
**Subject:** RAP Emergency Program  
**Date:** Tuesday, May 28, 2019 9:37:09 AM  
**Attachments:** [CRAB ER Program Comments.docx](#)  
[RAP ER History.pdf](#)

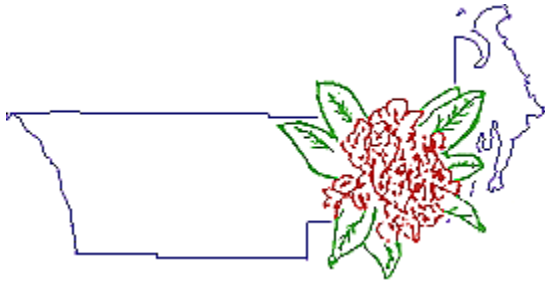
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Hi Drew:

After the recent northwest regional RAP meeting (attended by our Assistant Public Works Director), I started to send you an email about our concerns related to the elimination of the RAP emergency/emergent program. It got a little long so I put it in a letter (attached). I'm just trying to provide our perspective on what this program means to a small county like ours. I realize there may be other information or perspectives on the issue. It seems like continuing to provide the Board with the flexibility to provide assistance to counties through RAP emergency funding would be good, perhaps with some changes that could address concerns about it being used too frequently or circumventing the competitive process. I would be happy to discuss this with you or other CRAB staff at any time including at the upcoming conference. Thank you.

Monte Reinders, P.E.  
Jefferson County Public Works Director/County Engineer  
623 Sheridan Street  
Port Townsend, WA 98368  
(360) 385-9242

Notice: This E-mail and your response may be considered a public record and may be subject to disclosure under Washington's Public Records Disclosure Act, Chapter 42.56 RCW.



## Jefferson County Department of Public Works

623 Sheridan St.  
Port Townsend, WA 98368  
(360) 385-9160

*Monte Reinders, P.E.*  
*Public Works Director/ County Engineer*

May 28, 2019

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

Attn: Mr. Drew Woods, P.E.

RE: RAP Emergency Program

Drew:

I understand that our Assistant Public Works Director, Eric Kuzma, was able to briefly discuss the new Emergency Loan Program (ELP) with you at the last regional RAP meeting. It is our understanding that CRAB is currently proposing rules for the ELP. We also understand that the RAP emergency and emergent program authorized in WAC 136-163 will be eliminated and replaced with the new ELP. This is of concern to Jefferson County as we (and other counties) have successfully partnered with CRAB over the years through this program to rebuild roads following damage. I thought it would be helpful if we outlined our concerns and suggestions for CRAB's consideration as these changes are considered. These comments are only intended to provide the perspective of a small, rural county on this issue. I realize that we may not have the full range of perspectives related to this.

CRAB's records show that over the last 12 years, 12 counties have been funded through this program to repair 21 sites at a total cost of \$8.8 million (an average of \$421,000 per site and \$738,000 per year). The RATA program generates approximately \$20 million per year, and the emergency program, at an average of \$738,000 per year, appears to account for about 3.5% of spending. That does not seem unreasonable. Counties awarded emergency funds have that amount deducted from their future maximum RATA allocation which seems like a fair way of ensuring that counties are not circumventing the competitive process at the expense of others in their region. We believe that any concerns of this nature could be addressed by adjusting the WACs pertaining to the emergency program rather than completely eliminating the program. Some suggestions are provided later in this letter.

The RAP competitive grant program requires consideration of the following:

- Structural ability to support loaded trucks

- Ability to move traffic at reasonable speeds
- Adequacy of alignment and related geometry
- Accident and fatal accident experience
- Local significance

When a road or bridge is damaged (usually in a storm) it loses its structural ability to support loaded trucks, ability to move traffic at reasonable speeds, adequacy of alignment and related geometry are affected, accident rate and fatal accident experience may go up if repair is not performed, and the site clearly becomes highly significant at the local level. As such it is hard to see how it would not be a priority for RAP to participate in emergency road repairs.

The following is intended to provide further perspective on this issue.

- Per WAC 136-163-030, the existing emergency grant program is only used when no other source of emergency funding is available. It can provide 80% to 90% of the project funding (or some lesser amount as approved by the Board) or it can provide the match for a federal emergency grant from FEMA or FHWA.
- Rural minor collectors, which form the backbone of the county road system, are not eligible for FHWA-ER funds. FEMA declarations are relatively rare. Road damage can often be localized and not concurrent with a regional event that might instigate a FEMA declaration. For example, one of our Dosewallips Road landslides occurred after 30 inches fell in 30 days in that particular valley. No other areas in the region received that kind of precipitation or suffered damage. As a result, there was no FEMA declaration.
- On the Upper Hoh Rd (a rural major collector), which has typically been able to qualify for FHWA – ER funding and which has attracted significant federal money through FLAP as well, Jefferson County did not receive assistance from either source when a washout occurred in 2017 at milepost 8. FLAP does not have an emergency component, and since we were the only County with damage, the minimum state threshold was not met, and FHWA did not declare an event.
- When emergencies inevitably occur and no other funding source is available, counties may turn to CRAB for assistance through the only remaining funding source – the RAP emergency program. In Jefferson County, with a 6-Year TIP that averages only \$250,000 in local road money per year (after losing the “Secure Rural Schools” timber money, the value of which traditionally exceeded our MVFT amount), it is clear that a \$250,000 unplanned event can have a significant impact.
- Without access to RAP emergency grant money, a smaller county like ours will be forced to take the money to perform emergency repairs from some other county road activity. This will likely come out of the chip seal program which is about the only area a county can find significant money (in oil and rock supplies). In Jefferson County this will further cripple a program that has already been reduced to less than 5% of the road system per year (20-year cycle) due to budget constraints.

Jefferson County is strongly in favor keeping the RAP emergency program. There could be ways to adjust the WACs to address possible concerns with competitive distribution or to ensure that counties only use the program when absolutely necessary. Ideas include:



- To qualify, score the emergency project against the region's projects funded in the previous RAP round and require that it come in above the cutoff. At the same time, change the scoring so that a road missing a shoulder or lane gets 25 or 50 points respectively and of course additional points for major clear zone hazards if it is not repaired, or
- Require a county to "trade in" its next regular RAP project and use the funds to repay the prior emergency project, which would mean that a county would think twice about trading in a \$1,000,000 regular RAP project to fund a previous \$500,000 emergency project. The county would have to wait until the next round to reapply for the regular project they exchanged out, or
- If a county is awarded RAP emergency funds, its future RATA eligibility is reduced by perhaps double the amount they were awarded for the emergency instead of 1 to 1, or
- Require a county to push out a current project by 3 or 4 years depending on the size of the emergency award, or
- A county awarded RAP emergency funds is not even eligible in the next regular RAP round, which again forces a county to think really hard about its finances and priorities before applying for emergency money, or
- Offer the first \$200,000 of emergency funding as a grant and the remaining money at 50% loan and 50% grant with a 10-year payback term on the loan portion (or some other similar iteration).

These would all be possible ways to retain the RAP emergency program, which has proven to be a highly successful one for the counties, while ensuring that it is used appropriately.

The new Emergency Loan Program may help counties with short-term cash flow issues when emergencies occur, and the fact that the ELP can be used on local access roads as well as collectors is welcome news. With a payback term of 24 months, however, this program does not seem like it is designed to offset long-term financial impacts for a county when no other source of emergency funding is available, which is not an unusual circumstance.

Thank you for the opportunity to comment on this proposal. I hope we can discuss this further at the upcoming conference. Please contact me if you have any questions.

Sincerely,

Monte Reinders, P.E.  
Public Works Director/County Engineer  
Jefferson County

	County	Emergency	RAP-ER Award	Year Complete
1	Clark	NW Pacific Highway MP 1.81	\$ 532,000	2019
2	Lincoln	Porcupine Bay Rd.	\$ 638,000	2019
3	Jefferson	Upper Hoh Rd. MP 8.0	\$ 336,500	2018
4	Jefferson	Dosewallips Rd. MP 2.1	\$ 257,400	2018
5	Wahkiakum	Wahkiakum Ferry	\$ 1,250,000	2015
6	Jefferson	Dosewallips Rd. MP 3.25	\$ 93,600	2015
7	Thurston	Prather Way SW	\$ 724,500	2015
8	Jefferson	Upper Hoh Rd. MP 7.8	\$ 150,000	2013
9	Stevens	Arden Bridge	\$ 650,000	2013
10	Island	Glendale Rd.	\$ 638,079	2012
11	Jefferson	Dosewallips Rd. MP 2.71	\$ 161,152	2010
12	Wahkiakum	A.G. Hanson Bridge	\$ 96,525	2010
13	Grays Harbor	Porter Creek Bridge	\$ 225,000	2010
14	Franklin	R-170	\$ 853,618	2010
15	Mason	North Shore Rd.	\$ 178,028	2010
16	Mason	Capitalizaiton Adv. Event	\$ 271,422	2010
17	Wahkiakum	Elochoman Valley Rd.	\$ 90,530	2009
18	Asotin	Fishers Gulch Bridge	\$ 351,190	2009
19	Grays Harbor	Middle Satsop Rd.	\$ 269,045	2009
20	Wahkiakum	Ingalls Rd.	\$ 184,199	2008
21	Garfield	Mountain Rd.	\$ 900,000	2008
		Total:	\$ 8,850,788	
		Annual Avg.:	\$ 737,566	
		Award Avg.:	\$ 421,466	