



AGENDA

County Road Administration Board
January 30-31, 2020
CRAB Office - Olympia, Washington

**Thursday
1:00 PM**

1 Call to Order

2 Chair's Report - Brian Stacy, PE

- A. Approve January 30-31, 2020 Agenda
- B. Approve Minutes of October 24-25, 2019 CRABoard Meeting

Action	Enclosure
Action	Enclosure

3 Executive Director's Report - John Koster

- A. Introduce Steven Johnson, Grant Programs Manager
- B. 2019 Annual Report
- C. Current Budget Status
- D. Move Update
- E. Director's Activities

Info	
Info	Enclosure
Info	Enclosure
Info	
Info	

4 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Regional Meetings Update
- C. Resolution 2020-001 - Apportion RATA Funds to Regions
- D. Project Request Actions Taken by Staff

Info	Enclosure
Info	Enclosure
Action	Enclosure
Info	Enclosure

2:00 PM

5 Public Hearing - Drew Woods, PE

- A. Adopt WAC 136-500 Emergency Loan Program
- B. Amend WAC 136-163 Allocation of RATA Funds to Projects

Action	Enclosure
Action	Enclosure

6 Compliance Report - Drew Woods, PE

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

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

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure

RECESS

5:30 PM Dinner at Mediterranean Breeze

Friday
8:30 AM

8 Call to Order

9 WSACE Report - Jane Wall, Managing Director

Info	
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10 Staff Reports

A. Information Services - Eric Hagenlock

B. Design & UAS Systems - Brian Bailey

C. Engineering & Administrative Support - Derek Pohle, PE

Info	Enclosure
Info	Enclosure
Info	Enclosure

11 Possible Executive Session - Personnel

Info	
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ADJOURN

Chair: _____

Attest: _____

Minutes
County Road Administration Board
October 24-25, 2019
CRAB Office – Olympia, Washington

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

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 Manager
 Andrew Woods, PE, Compliance & Data Analysis Manager
 Mike Clark, Road System Inventory Manager
 Brian Bailey, Design Systems and UAS Program Manager
 Scott Campbell, Systems Security Specialist
 Cameron Cole, GIS Administrator

Guests: *WA State Representative Jake Fey
 *Jane Wall, WSACE Managing Director
 *Chad Johnson, DES, Budget Analyst

**October 24, 2019 only*

CALL TO ORDER

Chair Stacy called the meeting to order at 1:00 pm. He asked guests to sign the attendance sheet and to silence all electronic devices.

CHAIR'S REPORT

Approve Agenda for the October 24-25, 2019 Meeting

Vice-Chair Coffman moved and Commissioner Koch seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of July 25-26, 2019 CRABoard Meeting

Commissioner Ross moved and Mr. Storey seconded to approve the minutes with one correction. **Motion passed unanimously.**

Mr. Koster introduced Mr. Bailey and welcomed him to the staff.

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,096 projects have been completed to date. Anticipated revenue at the end of the 2019-2021 biennium is \$652,412,759. RAP expenditures to date total \$585,383,824. RAP obligations remaining are \$157,304,031.

Project Request Actions Taken by CRAB Staff

Mr. Hart noted that Snohomish County contacted CRAB via letter dated August 16, 2019 requesting combination of the RATA funded 84th St NE / 115th Ave NE intersection project, milepost 1.58 - 1.78 (RAP Project # 3117-01); with the non-RATA funded 84th St NE resurfacing project, mileposts 0.63 - 1.58 and 1.78 - 2.65; AND the non-RATA funded Marine Drive, mileposts 0.00 – 1.78.

The CRAB Director approved the combination with the condition that the work items related to the RATA funded project remain distinct and separate from the non-RATA funded work through the bid documents, contract plans, and billing processes, in keeping with WAC 136-170-050 - Combining of RATA funded project with non-RATA funded project. An amendment providing for the combination was executed by Snohomish County and CRAB.

Resolution 2019-009 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2019-009 – apportion RATA funds to regions, which approves that the accrued amount of \$3,799,615 now credited to RATA in August and September 2019 be apportioned to the regions by the established 2017-2019 biennium regional percentages after setting aside \$141,930 for administration.

Commissioner Ross moved and Second Vice-Chair Janicki seconded to approve Resolution 2019-009 – Apportion Rata Funds to Regions. **Motion passed unanimously.**

Consider Call for Projects

Mr. Hart reported that per WAC 136-161-020, the RAP cycle begins at the fall odd-year CRABoard meeting, when the board considers the RATA balance, project payment schedules, and future revenue to determine if enough funds will be available to provide for a new array of projects for the 2021–2023 biennium.

Although RATA fund revenue experienced a downturn during the 2007–2013 three biennia period, it has increased steadily and is expected to continue to do so. The

estimated 2021–2023 RATA revenue as of September 2019 is \$40,193,000. Connecting Washington transfers from the Motor Vehicle Account into the RATA quarterly will amount to an additional \$4,844,000 in the 2021–2023 biennium, dependent on legislative approval. Total available revenue is estimated to be \$45,037,000.

He noted that in the 2017-2019 biennium, RATA spending was 63% of that planned. Since many projects are currently advertised for construction, staff anticipates the spending will continue at approximately 60%, leaving the end of biennium RATA balance at \$21,000,000. The balance during the 2021–2023 biennium will likely increase as there are fewer projects programmed for construction during that time. The resulting balance at the end of that biennium is anticipated to be about \$27,000,000. The balance will be less if the new 2R projects scheduled for 2023-2025 advance into the 2021–2023 biennium.

Though new projects aren't programmed for immediate construction reimbursement, adding new projects for reimbursement in later years has typically pressured older projects to get built. The over obligation of RATA funds, currently \$158,000,000, with new projects will have the effect of pushing the estimated \$24,000,000 balance lower, adding approximately another \$45,000,000 of funding in two years.

Mr. Hart reported that after funding partially funded projects, \$14,000,000 would remain for funding of new projects. CRABstaff would schedule construction reimbursements for new projects in the 2025-2027 biennium. Projects will advance to an earlier reimbursement based on progress certified in RAP Online by the county engineer.

The balance has increased from a low of \$14,000,000 in 2015 to approximately \$19,500,000 currently. This should continue gradually since Connecting Washington funding adds \$4,800,000 every biennium, and some older projects showing no progress were re-scheduled for later reimbursement. Maintaining a healthy balance will allow smaller-scope new projects to advance easily. With continued project management in RAP Online, and additional projects funded in 2021–2023, staff can allow advancements to draw the balance down further.

He noted that the fuel tax revenue estimate has been steadily increasing over the last three biennia, and Connecting Washington funds have also boosted the total revenue to about \$46,000,000 per biennium. Most of the current projects were funded at the \$40,000,000 revenue level, and these factors are slowing the draw on the balance.

A lower minimum balance of \$5,000,000 in the RATA is acceptable due to legislative approval of the Emergency Loan Program in April 2019, which will address emergency funding needs previously funded by the RAP.

The RAP Online application, direct communication with the county engineer, and RAP regional meetings tie reimbursement schedules closely to project progress, allowing staff to closely monitor project activity and account balance.

Staff recommends a call for projects be issued by the CRABoard in January, 2020 for projects to be funded during the 2021–2023 biennium. A call for projects would require preliminary proposals be submitted to CRAB by March 1, 2020, and the first allocation of funds would occur at the spring 2021 CRABoard Meeting.

Staff further recommends that in the event the RATA balance should drop to \$5,000,000, projects be delayed based on progress as certified in RAP Online and discussions with the county engineers.

Following questions and discussion, Mr. Storey moved and Commissioner French seconded to issue a call for new projects for the 2021-2023 biennium. **Motion passed unanimously.**

DIRECTOR'S REPORT

Current Budget Status

Mr. Koster introduced Mr. Johnson, who noted that the agency is in good status so far this biennium. He mentioned that the agency will have a lower lease payment as well as three months of free rent following the office's physical move within the current building in January. He gave a brief presentation of the agency forecast for the remainder of the biennium.

2019-2021 Supplemental Budget Request

Mr. Koster reported that the request has been submitted, asking for additional funding to cover the cost of leave balance buyouts, to implement adequate overlap succession for planned retirements in 2020, and to augment the increased costs of IT services from WaTech.

WSACE REPORT

Ms. Wall reported on the agenda for the County Leaders' Conference in November in Spokane. She noted that the WSACE is proposing a new dues structure and increase. The Professional Development Conference in February 2020 will focus on Law School for Public Works Directors, and will be co-hosted by the Washington State Risk Pool and the Association of County Prosecutors.

The Association has been working to educate their members on the potential impacts to the counties if Initiative 976, which seeks to roll back vehicle license tabs to \$30, passes in November.

She noted that in the 2020 Legislative Session, the WSACE intends to lay groundwork for the 2021 session, including requests for fish passage funding and for the defederalization of transportation funding.

Chair Stacy called for a brief recess.

WASHINGTON STATE REPRESENTATIVE JAKE FEY

Chair Stacy introduced Representative Fey, Chair of the House Transportation Committee, who expressed his desire to engage with the transportation agencies around the state.

He outlined the impacts to transportation funding if Initiative 976 passes. He noted that he will be looking for ways to transfer funds, rather than looking for new ways to raise revenues. He will also look at diverting from WSDOT, ferry, and federal funds, among others.

Mr. Hart outlined the RAP spending program and how the over obligation of funds works to keep the balance at a reasonable level, while encouraging project completion.

Mr. Koster noted that culvert replacement costs should be included in future studies of statewide transportation funding needs.

DIRECTOR'S REPORT continued

2020 Meeting Schedule

Mr. Koster presented staff's recommendations for the 2020 CRABoard meeting schedule.

Following discussion, Commissioner French moved and Second Vice-Chair Janicki seconded to set the 2020 meeting dates as January 30-31, April 16-17, July 30-31, and October 29-30. **Motion passed unanimously.**

Approve Annual Certification Form

Mr. Koster noted changes to reflect the current reporting period dates as well as the addition of a new line asking for the counties' number of NBI Bridges as of December 31, 2019.

Vice-Chair Coffman moved and Commissioner Ross seconded to approve the 2019 Annual Certification Form. **Motion passed unanimously.**

New Organizational Chart

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

Commissioner Ross moved and Mr. Storey seconded adoption of the organizational chart. **Motion passed unanimously.**

Director's Activities

Mr. Koster reported on his recent activities, including attendance at the final meeting for the Washington Road Usage Charge project. He noted that the lease for the new office space has been signed, and the agency is scheduled to complete the move by January 1, 2020.

EMERGENCY LOAN PROGRAM

Mr. Woods noted that the goal of the program is to provide financial assistance to counties during a disaster, and presented the proposed language for WAC 136-500, EMERGENCY LOAN PROGRAM (ELP).

He reported that no comments have been received on the CR-101's filed in August, and the next step is for the CRABoard to set a public hearing for the January 2020 CRABoard Meeting.

Following questions and discussion, Mr. Storey moved and Commissioner Koch seconded to set a public hearing on WAC 136-500, EMERGENCY LOAN PROGRAM (ELP), for 2:00 pm on Thursday, January 30, 2020. **Motion passed unanimously.**

Chair Stacy recessed the meeting at 3:48 pm on October 24, 2019. The CRABoard meeting was scheduled to resume October 25, 2019 at 8:30 am.

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

CALL TO ORDER

The meeting was called to order by Chair Stacy at 8:30 am.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen noted there were no reported vacancies or changes in County Engineers since the July 2019 CRABoard meeting.

County Visits completed since July 2019

Mr. Olsen reported that official County Visits were conducted in Okanogan, Lincoln, Spokane, Pend Oreille, Asotin, Whitman, Ferry, Stevens, and Kitsap 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 54 audit reports representing 35 counties since the July 2019 CRABoard meeting. Seventeen audits contained a total of 23 findings issued and two involved County Road Funds in some form. Additionally, 20 audits contained 26 prior findings, and four involved County Road Funds. Any audit with a number under the "New" or "Prev" heading revealed findings involving County Road Funds. Status of those findings are also shown below:

2018 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New?	Co. Rd?	Prev?	Status
1024727	Wahkiakum County	Financial	01/01/2017 to 12/31/2018	10/10/2019				
1024787	Wahkiakum County	Accountability	01/01/2017 to 12/31/2018	10/10/2019				
1024564	Columbia County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019			1	CR-FC
1024655	Klickitat County	Accountability	01/01/2018 to 12/31/2018	9/30/2019				
1024659	Island County	Accountability	01/01/2018 to 12/31/2018	9/30/2019				
1024702	Island County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019	2	NCR	1	?
1024713	Cowlitz County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019	1	NCR	1	NCR
1024714	Ferry County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019	1	1	2	1 CR-FC
1024723	Mason County	Accountability	01/01/2018 to 12/31/2018	9/30/2019			1	NCR
1024734	Franklin County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019			1	NCR
1024738	Walla Walla County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019	1	NCR		
1024744	Chelan County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019	1	?	1	NCR
1024745	Chelan County	Accountability	01/01/2018 to 12/31/2018	9/30/2019	1	NCR		
1024766	Grant County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019	1	NCR	1	NCR
1024778	Kittitas County	Financial and Federal	01/01/2018 to 12/31/2018	9/30/2019	1	NCR	1	NCR
1024651	King County	Financial and Federal	01/01/2018 to 12/31/2018	9/26/2019	2	NCR	1	NCR
1024653	Klickitat County	Financial and Federal	01/01/2018 to 12/31/2018	9/26/2019				
1024699	San Juan County	Financial and Federal	01/01/2018 to 12/31/2018	9/26/2019	1	NCR	1	NCR
1024703	Mason County	Financial and Federal	01/01/2018 to 12/31/2018	9/26/2019	1	NCR	3	1 CR-FC
1024704	San Juan County	Accountability	01/01/2018 to 12/31/2018	9/26/2019				
1024635	Whitman County	Financial and Federal	01/01/2018 to 12/31/2018	9/23/2019				
1024646	Okanogan County	Accountability	01/01/2018 to 12/31/2018	9/23/2019				
1024650	Clallam County	Financial and Federal	01/01/2018 to 12/31/2018	9/23/2019				
1024656	Skamania County	Financial and Federal	01/01/2018 to 12/31/2018	9/23/2019			1	
1024660	Okanogan County	Financial and Federal	01/01/2018 to 12/31/2018	9/23/2019			1	
1024335	Pend Oreille County	Accountability	01/01/2018 to 12/31/2018	9/19/2019				
1024495	Clark County	Accountability	01/01/2018 to 12/31/2018	9/19/2019				
1024516	Clark County	Financial and Federal	01/01/2018 to 12/31/2018	9/19/2019	1	NCR		
1024542	Douglas County	Financial	01/01/2018 to 12/31/2018	9/19/2019			1	NCR
1024549	Lincoln County	Financial and Federal	01/01/2018 to 12/31/2018	9/19/2019				
1024550	Lincoln County	Accountability	01/01/2017 to 12/31/2018	9/19/2019				
1024577	Stevens County	Financial and Federal	01/01/2018 to 12/31/2018	9/19/2019				
1024583	Jefferson County	Financial and Federal	01/01/2018 to 12/31/2018	9/19/2019			1	NCR
1024586	Jefferson County	Accountability	01/01/2018 to 12/31/2018	9/19/2019				
1024645	Pierce County	Accountability	01/01/2017 to 12/31/2017	9/19/2019				
1024465	Adams County	Accountability	01/01/2018 to 12/31/2018	9/16/2019				
1024518	Grays Harbor County	Accountability	01/01/2018 to 12/31/2018	9/16/2019				
1024519	Grays Harbor County	Financial and Federal	01/01/2018 to 12/31/2018	9/16/2019				
1024562	Pend Oreille County	Financial and Federal	01/01/2018 to 12/31/2018	9/16/2019	1	1		
1024563	Asotin County	Financial and Federal	01/01/2018 to 12/31/2018	9/16/2019				
1024605	Spokane County	Financial and Federal	01/01/2018 to 12/31/2018	9/16/2019				
1024466	Adams County	Financial and Federal	01/01/2018 to 12/31/2018	9/12/2019				
1024551	Whatcom County	Financial and Federal	01/01/2018 to 12/31/2018	9/12/2019	1	NCR	1	NCR
1024552	Whatcom County	Accountability	01/01/2018 to 12/31/2018	9/12/2019				
1024511	Pacific County	Financial and Federal	01/01/2018 to 12/31/2018	9/9/2019			1	NCR
1024510	Pacific County	Accountability	01/01/2017 to 12/31/2018	9/5/2019				
1024416	Snohomish County	Financial and Federal	01/01/2018 to 12/31/2018	8/15/2019				
1024380	Pierce County	Financial and Federal	01/01/2018 to 12/31/2018	8/8/2019	2	NCR	1	NCR
1024403	Kitsap County	Financial and Federal	01/01/2018 to 12/31/2018	8/1/2019	3	NCR	4	NCR
1024213	Kitsap County	CAFR	01/01/2018 to 12/31/2018	7/29/2019				
1024231	Kitsap County	Attestation	01/01/2018 to 12/31/2018	7/29/2019				
1024205	Skagit County	Accountability	01/01/2018 to 12/31/2018	7/25/2019				
1024253	Skagit County	Financial and Federal	01/01/2018 to 12/31/2018	7/25/2019	2	NCR		
1024370	Clark County	CAFR	01/01/2018 to 12/31/2018	7/25/2019				
NC	County Road-Not Corrected			TOTALS	23	2	26	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

Deputy Director's Activities

Mr. Olsen reported on his activities since the July 2019 CRABoard meeting.

ENGINEERING AND ADMINISTRATIVE SUPPORT REPORT

Mr. Pohle reported contacts with 16 counties, nine with other agencies and one with the public since the April CRABoard meeting.

He noted that no new audit issues, with compliance components initiating consultative contacts, involving the road fund or road departments, have been reviewed in the last quarter.

He is updating content for the next County Engineers' Training, to be held in the CRAB offices December 3-5. There will be additional content on several topics.

He reported on his other activities since July 2019, including work on fair and equitable distribution of SAO annual audit costs, bridge replacement, and a Public Lands Survey Office "county surveyor for recording" proposal.

COMPLIANCE AND DATA ANALYSIS REPORT

Mr. Woods noted that the online CRAB Annual Reporting System (CARS) forms due December 31 went live on August 5. They are:

- Six-Year Transportation Improvement Program (TIP) and Budget Analysis
- Annual Construction Program
- County Arterial Preservation Program (CAPP)
- County Budget Summary
- Pavement Management System Certification for CAPP
- Work Plan and Budget for Maintenance Management System (MMS)
- Engineer Certification of December Forms

He reported that Kittitas County is still actively recruiting for a County Engineer.

He noted that from July 20 to October 18, 2019, there were multiple audit findings or management letters involving county road or ER&R funds for the following items:

- Federal Debarment – Failure to document checking that a contractor, or lower tier subcontractor, are not debarred from working on federal aid projects.
- Procurement Policy – Not updated to include language required by Title 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (§200.318 – General Procurement Standards).

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. The county has revised their indirect cost allocation

plan, which was reviewed by the SAO and found to be acceptable. The SAO has informed the county that they will not be receiving a finding on their 2018 audit due to these efforts.

Mr. Woods reported on his other activities since the July 2019 CRABoard Meeting.

INFORMATION SERVICES DIVISION MANAGER'S REPORT

Mr. Hagenlock reported that the VUEWorks configuration contract for GIS-Mo was closed out on September 25, 2019. It finished \$43,000 under budget due to sales tax exemptions and minimal quality assurance oversight costs. A Go-Live Readiness Briefing is scheduled for December 10. The first GIS-Mo training class will be held November 6-7 in the CRAB Training Room.

For the WaTech Migration Project, CRAB has received a waiver through January 31, 2020, with an expected completion date of December 31, 2019. The complications in moving from one network to another have been further hindered by slow response times from WaTech. CRAB has submitted a supplemental budget request for the private cloud operating costs, which are anticipated to be approximately \$4,000 per month.

He noted that in preparation for the physical office move, the cabling should be completed by October 31. A new network circuit is due to be installed no later than December 1, which will allow CRAB's servers to be moved as soon as network room upgrades are complete and for the new phone system to be tested and ready for operation.

The IT staff is continuing to work on the Content Management System (CMS). Staff evaluation is complete, and they are preparing for production.

He reported that Mr. Campbell has completed Security+ Certification, and has completed many system security updates.

Mr. Hagenlock noted that Adams, Greys Harbor, Kitsap, and Lewis Counties participated in a three-day GIS-Mo end-user training and beta testing. There have been meetings with the Interoperability Workgroup, various WSDOT personnel and Thurston County. He presented a calendar showing the scheduled GIS-Mo training sessions through October 2020. The initial training will be limited to the county Road Log Managers and one power user per county.

For the first quarter of FY 2020, there were 94 IT issues reported across 13 categories, and 78 of those were resolved.

DESIGN SYSTEMS AND UAS PROGRAM MANAGER'S REPORT

Mr. Bailey reported that he has been reaching out to the County Engineers and Design

Engineers since joining CRAB in mid-September, and has met with several of CRAB's vendors. He will be attending Autodesk University in Las Vegas in November.

He noted that the annual Road Design Conference will be held in March 2020 at Lake Chelan.

For future design systems training, he is considering incorporating more workflow sessions, using real-life county issues as teaching tools, and introducing some e-learning opportunities.

He presented CRAB's newest Unmanned Aerial Vehicle, and reported that he has completed the first stage of FAA training. Jim Ayres, PE, will be coming in to CRAB for 40 hours in November to assist Mr. Bailey in learning to operate the UAV's.

Meeting adjourned by Chair Stacy at 10:19 am.

Chair

Attest

County Road Administration Board Agency Summary BITD as of December 2019

Fund 108 MVF Admin Operating

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,124,633	276,126	273,712	2,414	850,921
Employee Benefits	366,900	90,258	89,039	1,219	277,861
Travel	99,000	12,000	19,138	(7,138)	79,862
Capital Outlays	115,308	0	1,017	(1,017)	114,291
Grants, Benefits & Client Services	0	0	150	(150)	(150)
Goods and Services	1,097,159	193,533	184,161	9,373	912,999
Sum:	2,803,000	571,917	567,216	4,701	2,235,784

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	46,021	45,619	402	276,126	273,712	2,414
AA State Classified	26,728	26,254	474	160,368	157,522	2,846
AC State Exempt	19,293	19,365	(72)	115,758	116,190	(432)
Employee Benefits	15,043	14,261	782	90,258	89,039	1,219
BA Old Age and Survivors Insurance	2,853	2,508	345	17,118	16,255	863
BB Retirement and Pensions	5,918	5,867	51	35,508	35,199	309
BC Medical Aid & Industrial Insurance	350	173	177	2,100	1,036	1,064
BD Health, Life & Disability Insurance	5,071	5,071	0	30,426	30,330	96
BH Hospital Insurance (Medicare)	667	643	24	4,002	3,858	144
BK Paid Family and Medical Leave	184	0	184	1,104	(0)	1,104
BT Shared Leave Provided Sick Leave	0	0	0	0	2,360	(2,360)
Goods and Services	28,852	42,303	(13,451)	193,533	184,161	9,373
EA Supplies and Materials	975	1,821	(846)	5,850	4,026	1,824
EB Communications/Telecommunications	627	520	107	3,762	3,855	(93)
EC Utilities	1,023	620	403	6,138	5,417	721
ED Rentals and Leases - Land & Buildings	7,349	14,698	(7,349)	44,094	51,443	(7,349)
EE Repairs, Alterations & Maintenance	0	294	(294)	0	294	(294)
EF Printing and Reproduction	401	100	301	2,406	628	1,778
EG Employee Prof Dev & Training	0	2,820	(2,820)	10,000	9,130	870
EH Rental & Leases - Furn & Equipment	144	149	(5)	864	867	(3)
EJ Subscriptions	0	18	(18)	0	49	(49)
EK Facilities and Services	6,579	7,021	(442)	39,474	44,739	(5,265)
EL Data Processing Services (Interagency)	5,382	4,410	972	36,888	31,246	5,642
EM Attorney General Services	173	490	(317)	1,038	490	548
EN Personnel Services	2,243	3,327	(1,084)	13,458	21,130	(7,672)
EP Insurance	87	87	0	1,555	2,973	(1,418)
ER Other Contractual Services	419	4,211	(3,792)	23,338	5,049	18,289
ES Vehicle Maintenance & Operating Cst	0	226	(226)	1,000	226	774
ET Audit Services	0	0	0	0	0	0
EW Archives & Records Management Svcs	0	0	0	218	218	0
EY Software Licenses and Maintenance	0	1,491	(1,491)	0	2,381	(2,381)
EZ Other Goods and Services	3,450	0	3,450	3,450	0	3,450

<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	2,000	1,592	408	12,000	19,138	(7,138)
GA In-State Subsistence & Lodging	1,000	317	683	6,000	8,226	(2,226)
GB In-State Air Transportation	0	0	0	0	393	(393)
GC Private Automobile Mileage	400	0	400	2,400	3,530	(1,130)
GD Other Travel Expenses	100	75	25	600	332	268
GF Out-of-State Subsistence & Lodging	0	0	0	0	0	0
GG Out-of-State Air Transportation	0	0	0	0	0	0
GN Motor Pool Services	500	1,201	(701)	3,000	6,657	(3,657)
Capital Outlays	0	238	(238)	0	1,017	(1,017)
JA Noncapitalized Assets	0	238	(238)	0	1,017	(1,017)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services	0	0	0	0	150	(150)
NZ Other Grants and Benefits	0	0	0	0	150	(150)
Total Dollars	91,916	104,013	(12,097)	571,917	567,216	4,701

Fund 186 CAPA 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	1,054,561	257,586	258,960	(1,374)	795,601
Employee Benefits	346,415	84,747	78,634	6,114	267,782
Professional Service Contracts	0	0	198,250	(198,250)	(198,250)
Travel	30,360	3,600	8,202	(4,602)	22,158
Capital Outlays	17,721	0	312	(312)	17,409
Grants, Benefits & Client Services	0	0	46	(46)	(46)
Interagency Reimbursements	0	0	(276,011)	276,011	276,011
Goods and Services	227,943	29,662	35,380	(5,718)	192,563
Sum:	1,677,000	375,595	303,773	71,822	1,373,227

<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	43,005	41,481	1,524	257,586	258,960	(1,374)
AA State Classified	43,005	41,481	1,524	257,586	243,015	14,571
AS Sick Leave Buy-Out	0	0	0	0	3,992	(3,992)
AT Terminal Leave	0	0	0	0	11,954	(11,954)
Employee Benefits	14,141	13,561	580	84,747	78,634	6,114
BA Old Age and Survivors Insurance	2,666	2,495	171	15,969	15,380	589
BB Retirement and Pensions	5,531	5,335	196	33,126	31,252	1,874
BC Medical Aid & Industrial Insurance	171	171	0	1,026	993	33
BD Health, Life & Disability Insurance	4,977	4,977	0	29,862	28,499	1,363
BH Hospital Insurance (Medicare)	624	584	40	3,735	3,597	138
BK Paid Family and Medical Leave	172	0	172	1,029	0	1,029
BT Shared Leave Provided Sick Leave	0	0	0	0	523	(523)
BV Shared Leave Provided Annual Leave	0	0	0	0	100	(100)
BW Shared Leave Received	0	0	0	0	(1,710)	1,710
Professional Service Contracts	0	375	(375)	0	198,250	(198,250)
CA Management and Organizational Services	0	375	(375)	0	3,250	(3,250)

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
CD Computer/Information Services	0	0	0	0	195,000	(195,000)
Goods and Services	3,227	8,003	(4,776)	29,662	35,380	(5,718)
E EA Supplies and Materials	299	558	(259)	1,794	1,478	316
EB Communications/Telecommunications	193	159	34	1,158	1,039	119
EC Utilities	314	190	124	1,884	1,661	223
ED Rentals and Leases - Land & Buildings	2,254	4,507	(2,253)	13,524	15,776	(2,252)
EE Repairs, Alterations & Maintenance	0	90	(90)	0	90	(90)
EF Printing and Reproduction	123	31	92	738	193	545
EG Employee Prof Dev & Training	0	736	(736)	3,000	1,700	1,300
EH Rental & Leases - Furn & Equipment	44	46	(2)	264	264	0
EJ Subscriptions	0	5	(5)	0	15	(15)
ER Other Contractual Services	0	1,291	(1,291)	6,900	12,691	(5,791)
ES Vehicle Maintenance & Operating Cst	0	69	(69)	400	69	331
EY Software Licenses and Maintenance	0	457	(457)	0	730	(730)
EZ Other Goods and Services	0	(139)	139	0	(327)	327
Travel	600	3,732	(3,132)	3,600	8,202	(4,602)
GA In-State Subsistence & Lodging	300	420	(120)	1,800	3,412	(1,612)
GB In-State Air Transportation	0	0	0	0	89	(89)
GC Private Automobile Mileage	100	41	59	600	745	(145)
GD Other Travel Expenses	50	295	(245)	300	400	(100)
GF Out-of-State Subsistence & Lodging	0	1,599	(1,599)	0	2,179	(2,179)
GG Out-of-State Air Transportation	0	1,377	(1,377)	0	1,377	(1,377)
GN Motor Pool Services	150	0	150	900	0	900
Capital Outlays	0	73	(73)	0	312	(312)
J JA Noncapitalized Assets	0	73	(73)	0	312	(312)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services	0	0	0	0	46	(46)
NZ Other Grants and Benefits	0	0	0	0	46	(46)
Interagency Reimbursements	0	0	0	0	(276,011)	276,011
S SC Professional Service Contracts	0	0	0	0	(233,000)	233,000
SE Goods and Services	0	0	0	0	(37,065)	37,065
SJ Capital Outlays	0	0	0	0	(5,947)	5,947
Total Dollars	60,973	67,225	(6,252)	375,595	303,773	71,822

Category

Fund 102 RATA Operating

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	842,270	207,156	210,092	(2,936)	632,178	
Employee Benefits	279,824	68,373	64,814	3,559	215,010	
Travel	2,640	420	5,257	(4,837)	(2,617)	
Capital Outlays	0	0	27	(27)	(27)	
Grants, Benefits & Client Services	0	0	4	(4)	(4)	
Goods and Services	12,266	2,798	2,153	645	10,113	
Sum:	1,137,000	278,747	282,347	(3,600)	854,653	

Category

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	34,600	34,417	183	207,156	210,092	(2,936)
AA State Classified	34,600	34,417	183	207,156	201,506	5,650
AS Sick Leave Buy-Out	0	0	0	0	2,149	(2,149)
AT Terminal Leave	0	0	0	0	6,437	(6,437)
Employee Benefits	11,411	11,172	239	68,373	64,814	3,559
BA Old Age and Survivors Insurance	2,145	2,083	62	12,843	12,608	235
BB Retirement and Pensions	4,450	4,426	24	26,640	25,914	726
BC Medical Aid & Industrial Insurance	138	138	(0)	828	813	15
BD Health, Life & Disability Insurance	4,038	4,038	0	24,228	23,804	424
BH Hospital Insurance (Medicare)	502	487	15	3,006	2,949	57
BK Paid Family and Medical Leave	138	0	138	828	0	828
BT Shared Leave Provided Sick Leave	0	0	0	0	174	(174)
BV Shared Leave Provided Annual Leave	0	0	0	0	263	(263)
BW Shared Leave Received	0	0	0	0	(1,710)	1,710
Goods and Services	583	708	(125)	2,798	2,153	645
EA Supplies and Materials	26	49	(23)	156	127	29
EB Communications/Telecommunications	17	14	3	102	90	12
EC Utilities	27	17	10	162	144	18
ED Rentals and Leases - Land & Buildings	196	392	(196)	1,176	1,372	(196)
EE Repairs, Alterations & Maintenance	0	8	(8)	0	8	(8)
EF Printing and Reproduction	11	3	8	66	17	49
EG Employee Prof Dev & Training	200	64	136	400	148	252
EH Rental & Leases - Furn & Equipment	4	4	0	24	64	(40)
EJ Subscriptions	0	0	(0)	0	1	(1)
ER Other Contractual Services	0	112	(112)	600	112	488
ES Vehicle Maintenance & Operating Cst	100	6	94	100	6	94
EY Software Licenses and Maintenance	0	40	(40)	0	64	(64)
EZ Other Goods and Services	2	0	2	12	0	12
Travel	70	2,482	(2,412)	420	5,257	(4,837)
GA In-State Subsistence & Lodging	50	579	(529)	300	2,889	(2,589)
GB In-State Air Transportation	0	0	0	0	8	(8)
GC Private Automobile Mileage	10	22	(12)	60	433	(373)
GD Other Travel Expenses	0	148	(148)	0	194	(194)

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
GF Out-of-State Subsistence & Lodging	0	921	(921)	0	921	(921)
GG Out-of-State Air Transportation	0	812	(812)	0	812	(812)
GN Motor Pool Services	10	0	10	60	0	60
Capital Outlays	0	6	(6)	0	27	(27)
JA Noncapitalized Assets	0	6	(6)	0	27	(27)
Grants, Benefits & Client Services	0	0	0	0	4	(4)
NZ Other Grants and Benefits	0	0	0	0	4	(4)
Total Dollars	46,664	48,786	(2,122)	278,747	282,347	(3,600)

Fund 102 RATA Capital Grants

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	65,996,000	23,540,000	14,639,673	8,900,327	51,356,327
Sum:	65,996,000	23,540,000	14,639,673	8,900,327	51,356,327

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Grants, Benefits & Client Services	2,610,000	464,585	2,145,415	23,540,000	14,639,673	8,900,327
NZ Other Grants and Benefits	2,610,000	464,585	2,145,415	23,540,000	14,639,673	8,900,327
Total Dollars	2,610,000	464,585	2,145,415	23,540,000	14,639,673	8,900,327

Fund 108 MVF Capital Grants

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	1,456,000	728,000	727,900	100	728,100
Sum:	1,456,000	728,000	727,900	100	728,100

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Grants, Benefits & Client Services	0	0	0	728,000	727,900	100
NZ Other Grants and Benefits	0	0	0	728,000	727,900	100
Total Dollars	0	0	0	728,000	727,900	100

Fund 186 CAPA Capital Grants

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	39,590,000	10,430,000	9,947,667	482,333	29,642,333
Sum:	39,590,000	10,430,000	9,947,667	482,333	29,642,333

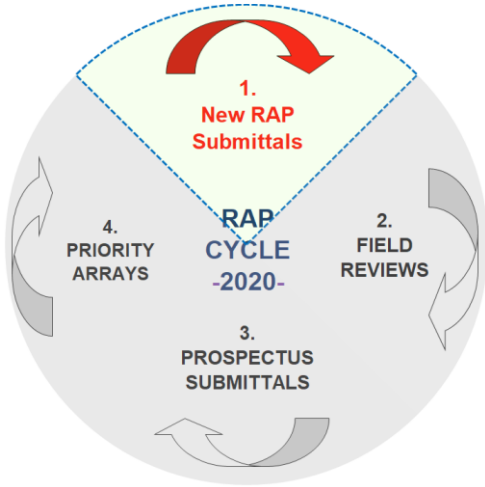
Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Grants, Benefits & Client Services	1,230,000	1,220,980	9,020	10,430,000	9,947,667	482,333
NZ Other Grants and Benefits	1,230,000	1,220,980	9,020	10,430,000	9,947,667	482,333
Total Dollars	1,230,000	1,220,980	9,020	10,430,000	9,947,667	482,333

**County Road Administration Board - All Fund Rollup
19-21 Projections**

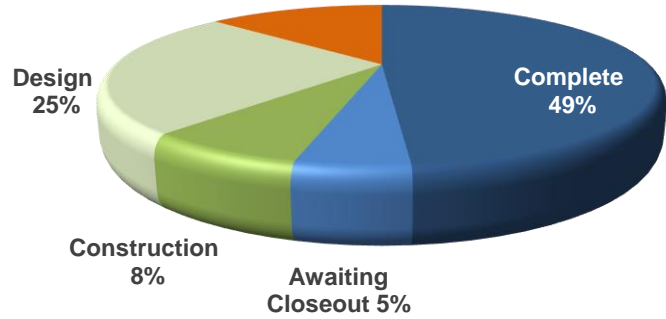
Category	FY20	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	Allotments	FM06 Dec-2019	FM 7 Jan-2020	FM 8 Feb-2020	FM 9 Mar-2020	FM 10 Apr-2020	FM 11 May-2020	FM 12 Jun-2020	Exp. Total	Variance	
Salaries and Wages	1,483,800	742,764	123,965	125,265	125,265	125,465	125,465	125,465	1,493,654	(9,854)	
Employee Benefits	487,191	232,486	41,101	41,621	41,101	41,101	41,101	47,032	485,543	1,648	
Professional Service Contracts	-	(77,761)	-	-	-	-	-	-	(77,761)	77,761	
Goods and Other Services	669,748	221,694	80,901	71,165	55,915	60,700	55,715	115,139	661,229	8,519	
Travel	66,000	32,597	9,580	2,700	2,610	25,140	1,320	4,001	77,948	(11,948)	
Capital Outlays	65,261	1,356	-	-	-	-	-	63,905	65,261	0	
Grants	54,088,000	25,315,441	3,320,000	2,600,000	3,280,000	3,320,000	2,590,000	13,662,660	54,088,101	(101)	
Sum without Grants:	2,772,000	1,153,135	255,547	240,751	224,891	252,406	223,601	355,542	2,705,873	66,127	
Category											
Salaries and Wages	1,483,800	742,764	123,965	125,265	125,265	125,465	125,465	125,465	1,493,654	(9,854)	
AA State Classified	1,252,284	602,042	104,600	105,900	105,900	106,100	106,100	106,100	1,236,742	15,542	
AC State Exempt	231,516	116,190	19,365	19,365	19,365	19,365	19,365	19,365	232,380	(864)	
AS Sick Leave Buy-Out	-	6,141	-	-	-	-	-	-	6,141	(6,141)	
AT Terminal Leave	-	18,390	-	-	-	-	-	-	18,390	(18,390)	
Employee Benefits	487,191	232,486	41,101	41,621	41,101	41,101	41,101	47,032	485,543	1,648	
BA Old Age and Survivors Insurance	91,986	44,243	8,616	8,919	8,616	8,616	8,616	8,616	96,242	(4,256)	
BB Retirement and Pensions	190,818	92,365	15,903	16,102	15,903	15,903	15,903	15,903	187,982	2,836	
BC Medical Aid & Industrial Insurance	7,908	2,842	482	500	482	482	482	482	5,752	2,156	
BD Health, Life & Disability Insurance	169,032	82,632	14,085	14,085	14,085	14,085	14,085	14,085	167,142	1,890	
BH Hospital Insurance (Medicare)	21,516	10,404	2,015	2,015	2,015	2,015	2,015	2,015	22,494	(978)	
BK Paid Family and Medical Leave	5,931	-	-	-	-	-	-	5,931	5,931	0	Not being charged - less than 50 Employees, will be reduced in supplemental
BT Shared Leave Provided Sick Leave	-	3,058	-	-	-	-	-	-	3,058	(3,058)	
BV Shared Leave Provided Annual Leave	-	363	-	-	-	-	-	-	363	(363)	
BW Shared Leave Received	-	(3,421)	-	-	-	-	-	-	(3,421)	3,421	
Professional Service Contracts	-	198,250	-	-	-	-	-	-	198,250	(198,250)	
CA Professional Service Contracts	-	198,250	-	-	-	-	-	-	198,250	(198,250)	
Goods and Other Services	669,748	221,694	80,901	71,165	55,915	60,700	55,715	115,139	661,229	8,519	
EA Supplies and Materials	15,600	5,632	1,300	1,300	1,300	1,300	1,300	1,300	13,432	2,168	
EB Communications/Telecommunications	10,020	4,984	1,084	1,084	1,084	1,084	1,084	1,084	11,488	(1,468)	CTS Services \$355/mo
EC Utilities	16,360	7,223	1,364	1,364	1,364	1,364	1,364	1,364	15,407	953	Verizon US Bank \$729/mo
ED Rentals and Leases - Land & Buildings	117,584	68,591	-	9,799	9,799	9,799	9,799	9,799	117,586	(2)	Elman Utilities
EE Repairs, Alterations & Maintenance	3,395	392	-	-	-	-	-	3,003	3,395	(0)	Elman Rent
EF Printing and Reproduction	6,420	837	100	100	100	100	100	1,437	4,983	4,983	Move Space Alterations
EG Employee Prof Dev & Training	40,000	10,978	-	13,000	200	-	-	13,400	37,578	2,422	Sharp \$100/mo
EH Rental & Leases - Furn & Equipment	4,311	1,195	186	186	186	186	186	186	2,311	2,000	Sharp \$186/mo - August had September charged during the month
EJ Subscriptions	2,900	66	-	-	-	-	-	2,834	2,900	0	DES CMS \$452/mo DES RES \$187/mo DES Office Fac \$273/mo DES SAFS \$6,120/mo
EK Facilities and Services	78,951	44,739	7,032	7,032	7,032	7,032	7,032	7,032	86,931	(7,980)	DES CMS \$452/mo DES RES \$187/mo DES Office Fac \$273/mo DES SAFS \$6,120/mo
EL Data Processing Services (Interagency)	73,776	31,246	6,758	4,386	4,386	6,758	4,386	4,386	62,306	11,470	CTS Allocations \$4,333/mo DES Info Sys \$53/mo OFM Core Fin \$254/qtr OFM Enterprise Sys \$2,118/qtr

Category	FY20	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	Allotments	FM06 Dec-2019	FM 7 Jan-2020	FM 8 Feb-2020	FM 9 Mar-2020	FM 10 Apr-2020	FM 11 May-2020	FM 12 Jun-2020	Exp. Total	Variance	
EM Attorney General Services	2,078	490						1,588	2,078	0	
EN Personnel Services	26,911	21,130	3,912	3,327	3,327	3,912	3,327	3,327	42,262	(15,351)	DES Training \$3,327/mo
EP Insurance	2,075	2,973	87	87	87	87	87	87	3,495	(1,420)	OFM Personnel \$585/qtr
ER Other Contractual Services	31,675	17,852	30,419			419			48,690	(17,015)	Move costs \$30K
ES Vehicle Maintenance	5,000	301	50	2,500	50	50	50	50	3,051	1,949	OFM Central Service \$419/qtr
ET Audit Services	10,399	-						10,399	10,399	0	
EW Archives & Records Management Svcs	434	218	109			109			436	(2)	
EY Software Licenses and Maintenance	217,659	3,175	27,000	27,000	27,000	27,000	27,000	54,000	192,175	25,484	
EZ Other Goods and Services	4,200	(327)	1,500			1,500		1,200	3,873	327	
Travel	66,000	32,597	9,580	2,700	2,610	25,140	1,320	4,001	77,948	(11,948)	
GA In-State Subsistence & Lodging	30,000	14,528	1,350	1,350	1,300	13,500		2,100	34,128	(4,128)	
GB In-State Air Transportation	-	490							490	(490)	
GC Private Automobile Mileage	8,000	4,708		510	500	2,360	510	550	9,138	(1,138)	
GD Other Travel Expenses	3,000	926	150	150	150	1,180	150	300	3,006	(6)	
GF Out-of-State Subsistence & Lodging	6,000	3,100	5,420						8,520	(2,520)	
GG Out-of-State Air Transportation	2,000	2,189	2,000						4,189	(2,189)	
GN Motor Pool Services	17,000	6,657	660	690	660	8,100	660	1,051	18,478	(1,478)	
Capital Outlays	65,261	1,356	-	-	-	-	-	63,905	65,261	0	
JA Noncapitalized Assets	56,657	1,356						55,301	56,657	0	
JB Noncapitalized Software	8,604	-						8,604	8,604	0	
Interagency Reimbursements	-	(276,011)	-	-	-	-	-	-	(276,011)	276,011	
SC Professional Service Contracts	-	(233,000)							(233,000)	233,000	
SE Goods and Services	-	(37,065)							(37,065)	37,065	
SJ Capital Outlays	-	(5,947)							(5,947)	5,947	
Grants	54,088,000	25,315,441	3,320,000	2,600,000	3,280,000	3,320,000	2,590,000	13,662,660	54,088,101	(101)	
NZ Grants RATA 102	33,080,000	14,639,673	1,360,000	1,360,000	2,050,000	1,360,000	1,360,000	10,950,327	33,080,000	(0)	
NZ Grants MVF 108	728,000	727,900							727,900	100	
NZ Grants CAPA 186	20,280,000	9,947,667	1,960,000	1,240,000	1,230,000	1,960,000	1,230,000	2,712,333	20,280,000	(0)	
NZ Grants Employee Benefits	-	200							200	(200)	
Total Dollars	2,772,000	1,153,135	255,547	240,751	224,891	252,406	223,601	355,542	2,705,873	66,127	

RURAL ARTERIAL PROGRAM January, 2020



Projects Funded
No RATA 2007 - 2018
Claimed 13%



PROJECT STATUS:

Billing Phase	'83-'07	'07-'09	'09-'11	'11-'13	'13-'15	'15-'17	'17-'19	Current Biennium '19-'21	TOTAL
Completed	958	42	35	2	33	13	4		1087
Awaiting Closeout		2			6	4	2		14
Some RATA paid	1		5		11	26	34	11	88
No RATA Paid							3	32	35
TOTAL	959	44	40	2	50	43	43	43	1224

FUND STATUS:

Anticipated Revenue to end of '19 - '21 Biennium:

Fuel tax receipts and interest through June, 2019	607,140,559
Estimated fuel tax receipts, interest and CW Transfers July 2019 thru June 2021	45,320,200
Total estimated revenue	652,460,759

RAP Expenditures to date:

To Completed Projects	543,578,211
To Projects in Design or Under Construction	44,148,635
Administration	12,155,141
Total RATA spent	599,881,987

RAP Obligations:

RATA Balance on Active Projects	118,934,914
RATA \$ yet to allocate to Partially funded projects -	30,839,138
Requests for reimbursement - pending	607,614
Estimated remaining administration through 2019- 2021 biennium	854,653
Total RATA obligated	151,236,319

QTR 4 - 2019 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
October	\$19,702,806.01	1,849,427.30	\$28,980.72	(3,011,217.29)	33	(44,997.53)	\$18,524,999.21
November	\$18,524,999.21	\$1,660,827.26	\$27,837.02	(4,089,216.48)	39	(46,633.27)	\$16,077,813.74
December	\$16,077,813.74	\$2,317,945.86	\$25,431.88	(464,585.25)	14	(48,785.63)	\$17,907,820.60
TOTALS:		\$5,828,200.42	\$53,268.90	(7,565,019.02)	86	(140,416.43)	

County Road Administration Board – January 30, 2020
Regional RAP meetings update

Regional meetings were held in November, December and January. Topics covered:

- The engineers reviewed the elements supporting the CRABoard’s call for projects for the 2021 – 2023 biennium, namely:
 - Revenue estimates,
 - RAP spending history,
 - Positive effects of over-obligation,
 - CRAB’s ability to maintain a lower balance (\$5,000,000 minimum), and
 - Project progress as certified by the county engineer.
- 2021 – 2023 biennial funding estimates for RAP (46,000,000) and CAPP (38,500,000) includes \$4.8M Connecting Washington funding for each.
- Counties were reminded to include each RAP project on the 6 YR TIP, or the project would lose eligibility for RATA funds.
- Federal Lands Access Program funding. FHWA’s Western Federal Lands has programmed FLAP funds to projects through 2023, and overruns are occurring on a couple projects. Western Federal Lands is planning for a possible call for new projects in March 2020. When the local agency elects to be the lead agency on new projects, the funds will now be administered through WSDOT (instead of WFL) similar to the other federal Aid programs.
- RAP Online training for Prospectus submittals:
 - The prospectus submittal requires a detailed cross section that should match the selected 2R, 3R, or RC project type.
 - Counties will list the current Pavement Condition Rating on the preliminary RAP application that the county engineer signs and is due March 1, 2020.
 - CRAB will set reimbursement schedules based on project progress as certified by the county engineer.
 - County must update notifications of project phases when certifying 90% design and advertising for CN.
- All of the regions expressed satisfaction with current RAP project types and rating methods.
- Counties updated the ‘most optimistic’ start of construction timeframe for their RAP projects.
- CRAB is holding a public hearing for Emergency Loan Program WACs on January 30, 2020. Engineers were encouraged to attend.
- Brian Bailey attended each RAP meeting and provided an overview of his plans for adding features to CRAB’s Design Systems training and for organizing the Design Conference.
- Drew Woods discussed compliance issues as well as the basic requirements and restrictions of the new Emergency Loan Program.

**RESOLUTION 2020-001
APPORTION RATA FUNDS TO REGIONS**

WHEREAS RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and

WHEREAS RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and

WHEREAS the CRABoard established regional apportionment percentages for the 2019 - 2021 biennium at its meeting of July 25, 2019; 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 \$6,515,950 made available in the RATA in **October, November and December 2019** be apportioned to the regions by their 2019-2021 biennium percentages after setting aside \$140,416 for administration.

<u>REGION</u>	<u>APPORTION- MENT PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2019 - 2021)</u>	<u>PRIOR PROGRAM (1983 - 2019)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		140,416	282,347	12,959,676	13,242,023
NORTHEAST	43.67%	2,784,196	4,381,507	254,825,268	259,206,774
NORTHWEST	10.92%	696,208	1,095,627	67,566,797	68,662,425
PUGET SOUND	6.91%	440,549	693,295	42,665,519	43,358,814
SOUTHEAST	23.62%	1,505,901	2,369,846	140,190,567	142,560,413
SOUTHWEST	<u>14.88%</u>	<u>948,679</u>	<u>1,492,943</u>	<u>88,932,733</u>	<u>90,425,676</u>
TOTAL	100.00%	6,515,950	10,315,565	607,140,559	617,456,124

Adopted by the CRABoard on January 30, 2020

Chair's Signature

ATTEST

County Road Administration Board – January 30, 2020

Project Actions Taken by CRAB Staff

Projects dropped from priority arrays:

The following projects were dropped from the 2019 – 2021 RAP priority arrays, as they were not included in the county 2020 – 2025 6 Year TIP as submitted December 31, 2019:

<u>County</u>	<u>Project(s)</u>
Douglas	Whitehall Road
Grant	4-NW/NE
Pend Oreille	Westside Calispel and McKenzie Road
Stevens	Cedonia – Addy
Franklin	Hollingsworth Road
Thurston	McCorkle Road and 113 th Ave SW
Pacific	South Fork Road

Kitsap County – Seabeck Hwy Scope Change

The length of the RAP funded Seabeck Hwy project, as listed on the 6-Year TIP (1.52 miles), did not match the prospectus length of 1.63 miles. The county engineer explained that this was due to misreporting of limits on the prospectus (milepost 3.34 to 4.97). The county engineer submitted a request to reduce the length of the project to the correct 1.52-mile length (mileposts 3.40 to 4.92) on January 14, 2020. CRABstaff found the change did not affect the overall scope or cost of the project and in fact increased the project score from 85.40 to 85.55. Based on these findings the CRAB director approved the scope change and offered the county a contract amendment revising the project limits to milepost 3.40 to 4.92.

Lincoln County – Porcupine Bay Increase request.

Lincoln County Public Works Director submitted a draft request letter on January 3, 2020 seeking increased RAP funding on the emergency funded Porcupine Bay Road project. After discussions among CRAB staff the request was found to be ineligible for increased funding since the work had already been awarded (prohibited by WAC). Upon informing the county of CRAB’s finding, the county withdrew its request.

Pierce County – Sumner –Buckley Hwy Scope Change consideration.

On January 16, 2020, Pierce County notified CRABstaff via email that it had gained BRAC funding for bridge deck repair for their Dingle Basin Br No. 33206A, which is located in the middle of the RAP funded Sumner Buckley Hwy project. Since the deck repair was planned much sooner than the road surfacing, the two items of work could not be preformed as one RAP project (two-year time window for commencement of all phases). Staff suggested the county submit a scope revision, exempting the milepost limits for the deck repair out of the road project. Further discussions however, revealed the two items of work might possibly be done within the two-year period 2021 – 2023, and the county elected to postpone consideration of a scope change request until a later time when the schedules will be firmer.



PROPOSED RULE MAKING

CR-102 (December 2017) (Implements RCW 34.05.320)

Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: November 05, 2019

TIME: 10:39 AM

WSR 19-22-065

Agency: County Road Administration Board

Original Notice

Supplemental Notice to WSR

Continuance of WSR

Preproposal Statement of Inquiry was filed as WSR 19-17-081 ; or

Expedited Rule Making--Proposed notice was filed as WSR _____; or

Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or

Proposal is exempt under RCW _____.

Title of rule and other identifying information: (describe subject) Creating Chapter 136-500 WAC Emergency Loan Program (ELP)

Hearing location(s):

Date: **Time:** **Location:** (be specific) **Comment:**

January 30, 2020 2:00pm 2404 Chandler Court SW

Date of intended adoption: January 30, 2020 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Karen Pendleton

Address: 2404 Chandler Court SW, Ste 240

Email: karen@crab.wa.gov

Fax:

Other:

By (date) January 24, 2020

Assistance for persons with disabilities:

Contact Karen Pendleton

Phone: 360 753 5989

Fax:

TTY: 800 833 6384

Email: karen@crab.wa.gov

Other:

By (date) January 24, 2020

Purpose of the proposal and its anticipated effects, including any changes in existing rules: The goal of this new program is to provide financial assistance to counties during a disaster.

Reasons supporting proposal: The goal of this new program is to provide financial assistance to counties during a disaster.

Statutory authority for adoption: 36.78

Statute being implemented: N/A

Is rule necessary because of a:
Federal Law? Yes No
Federal Court Decision? Yes No
State Court Decision? Yes No
If yes, CITATION:

Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters: N/A

Name of proponent: (person or organization) County Road Administration Board Private
 Public
 Governmental

Name of agency personnel responsible for:			
	Name	Office Location	Phone
Drafting:	Drew Woods	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989
Implementation:	Drew Woods	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989
Enforcement:	John Koster	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989

Is a school district fiscal impact statement required under RCW 28A.305.135? Yes No
If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:
Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

Is a cost-benefit analysis required under RCW 34.05.328?
 Yes: A preliminary cost-benefit analysis may be obtained by contacting:
Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:
 No: Please explain: N/A

Regulatory Fairness Act Cost Considerations for a Small Business Economic Impact Statement:
This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see chapter 19.85 RCW). Please check the box for any applicable exemption(s):
 This rule proposal, or portions of the proposal, is exempt under RCW 19.85.061 because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

- This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by RCW 34.05.313 before filing the notice of this proposed rule.
- This rule proposal, or portions of the proposal, is exempt under the provisions of RCW 15.65.570(2) because it was adopted by a referendum.
- This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(3). Check all that apply:
 - RCW 34.05.310 (4)(b)
(Internal government operations)
 - RCW 34.05.310 (4)(c)
(Incorporation by reference)
 - RCW 34.05.310 (4)(d)
(Correct or clarify language)
 - RCW 34.05.310 (4)(e)
(Dictated by statute)
 - RCW 34.05.310 (4)(f)
(Set or adjust fees)
 - RCW 34.05.310 (4)(g)
((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)
- This rule proposal, or portions of the proposal, is exempt under RCW 36.78.

Explanation of exemptions, if necessary:

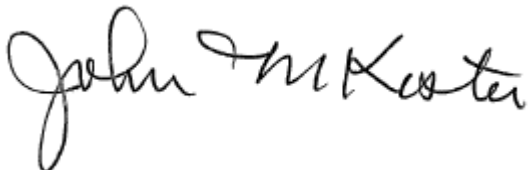
COMPLETE THIS SECTION ONLY IF NO EXEMPTION APPLIES

If the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

- No Briefly summarize the agency's analysis showing how costs were calculated. _____
- Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses, and a small business economic impact statement is required. Insert statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

Date: 11/5/2019	Signature: 
Name: John Koster	
Title: Executive Director	

Chapter 136-500 WAC
EMERGENCY LOAN PROGRAM (ELP)

NEW SECTION

WAC 136-500-010 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.

NEW SECTION

WAC 136-500-020 Definitions. For this chapter, the following definitions shall apply:

(1) Board - County road administration board as defined in chapter 36.78 RCW.

(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.

NEW SECTION

WAC 136-500-030 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 predisaster 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.

NEW SECTION

WAC 136-500-040 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.

NEW SECTION

WAC 136-500-050 Project type and submittal. (1) There are two project types eligible for funding under this program:

- (a) Site specific - Single location.
- (b) County wide - Multiple sites within a single county.

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

- (a) A copy of the adopted emergency declaration; and
- (b) A brief description of the project site(s) requested for funding; and
- (c) An estimate of costs for work at each site(s); and
- (d) Pictures of the damaged area(s); or
- (e) A DDIR for each site may be submitted in lieu of requirements (a) through (d) of this subsection.

NEW SECTION

WAC 136-500-060 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.

NEW SECTION

WAC 136-500-070 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.

NEW SECTION

WAC 136-500-080 Payback terms. Any loan funded through this program shall have a term not to exceed twenty-four months. The county will be invoiced six months from the date of contract execution and quarterly thereafter until the end of the contract term.

Interest on the amount of the loan shall be the monthly rate of return for the LGIP not to exceed three percent.

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.

NEW SECTION

WAC 136-500-090 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.

NEW SECTION

WAC 136-500-100 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.

NEW SECTION

WAC 136-500-110 Report to legislature. Consistent with RCW 43.01.036, the board must submit a report to the legislature by December 1st 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.



PROPOSED RULE MAKING

CR-102 (December 2017) (Implements RCW 34.05.320)

Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: November 05, 2019

TIME: 10:39 AM

WSR 19-22-066

Agency: County Road Administration Board

Original Notice

Supplemental Notice to WSR

Continuance of WSR

Preproposal Statement of Inquiry was filed as WSR 19-17-082 ; or

Expedited Rule Making--Proposed notice was filed as WSR _____; or

Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or

Proposal is exempt under RCW _____.

Title of rule and other identifying information: (describe subject) Amendments to WAC 136.163 Allocation of RATA Funds to Projects

Hearing location(s):

Date: **Time:** **Location:** (be specific) **Comment:**

January 30, 2020	2:00pm	2404 Chandler Court SW	
------------------	--------	------------------------	--

Date of intended adoption: January 30, 2020 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Karen Pendleton

Address: 2404 Chandler Court SW, Ste 240

Email: karen@crab.wa.gov

Fax:

Other:

By (date) January 24, 2020

Assistance for persons with disabilities:

Contact Karen Pendleton

Phone: 360 753 5989

Fax:

TTY: 800 833 6384

Email: karen@crab.wa.gov

Other:

By (date) January 24, 2020

Purpose of the proposal and its anticipated effects, including any changes in existing rules: This proposed amendment to WAC 136-164 Will eliminate the definition of "emergency project: from the Rural Arterial Program. Emergency Projects will be address in the new WAC 136-500 Emergency Loan Program (ELP).

Reasons supporting proposal: This proposed amendment to WAC 136-164 Will eliminate the definition of "emergency project: from the Rural Arterial Program. Emergency Projects will be address in the new WAC 136-500 Emergency Loan Program (ELP).

Statutory authority for adoption: 36.78

Statute being implemented: N/A

Is rule necessary because of a:
Federal Law? Yes No
Federal Court Decision? Yes No
State Court Decision? Yes No
If yes, CITATION:

Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters: N/A

Name of proponent: (person or organization) County Road Administration Board Private
 Public
 Governmental

Name of agency personnel responsible for:			
	Name	Office Location	Phone
Drafting:	Drew Woods	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989
Implementation:	Drew Woods	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989
Enforcement:	John Koster	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989

Is a school district fiscal impact statement required under RCW 28A.305.135? Yes No
If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:
Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

Is a cost-benefit analysis required under RCW 34.05.328?
 Yes: A preliminary cost-benefit analysis may be obtained by contacting:
Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:
 No: Please explain: N/A

Regulatory Fairness Act Cost Considerations for a Small Business Economic Impact Statement:
This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see chapter 19.85 RCW). Please check the box for any applicable exemption(s):
 This rule proposal, or portions of the proposal, is exempt under RCW 19.85.061 because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by RCW 34.05.313 before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of RCW 15.65.570(2) because it was adopted by a referendum.

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(3). Check all that apply:

RCW 34.05.310 (4)(b)
(Internal government operations)

RCW 34.05.310 (4)(e)
(Dictated by statute)

RCW 34.05.310 (4)(c)
(Incorporation by reference)

RCW 34.05.310 (4)(f)
(Set or adjust fees)

RCW 34.05.310 (4)(d)
(Correct or clarify language)

RCW 34.05.310 (4)(g)
((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)

This rule proposal, or portions of the proposal, is exempt under RCW 36.78.

Explanation of exemptions, if necessary:

COMPLETE THIS SECTION ONLY IF NO EXEMPTION APPLIES

If the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

No Briefly summarize the agency's analysis showing how costs were calculated. _____

Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses, and a small business economic impact statement is required. Insert statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

Name:

Address:

Phone:

Fax:

TTY:

Email:

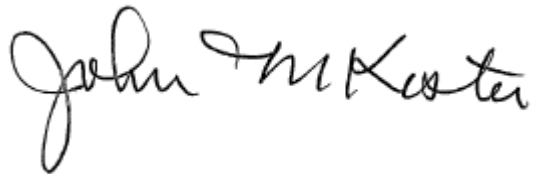
Other:

Date: 11/5/2019

Name: John Koster

Title: Executive Director

Signature:



Chapter 136-163 WAC
ALLOCATION OF RATA FUNDS TO EMERGENT ((AND EMERGENCY)) PROJECTS

AMENDATORY SECTION (Amending WSR 99-01-021, filed 12/7/98, effective 1/7/99)

WAC 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.

AMENDATORY SECTION (Amending WSR 99-01-021, filed 12/7/98, effective 1/7/99)

WAC 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 predisaster 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 chapter 36.79 RCW. 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 cutoff line on the current array based upon one hundred percent of the current estimated regional allocation as determined by the county road administration board.

AMENDATORY SECTION (Amending WSR 01-05-009, filed 2/8/01, effective 3/11/01)

WAC 136-163-050 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.

REPEALER

The following sections of the Washington Administrative Code are repealed:

- | | |
|-----------------|--|
| WAC 136-163-030 | Limitations and conditions—Emergency projects. |
| WAC 136-163-040 | Limitations and conditions—Emergent projects. |

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








CRABoard Meeting – January 30, 2020

Reporting Period: October 19, 2019 thru January 24, 2020

COMPLIANCE

STANDARDS OF GOOD PRACTICE:

The following forms were due on or before December 31, 2019:

-  Six-Year Transportation Improvement Program (TIP) and Budget Analysis
-  Annual Construction Program
-  County Arterial Preservation Program (CAPP)
-  County Budget Summary
-  Pavement Management System Certification for CAPP
-  Work Plan and Budget for Maintenance Management System (MMS)
-  Engineer Certification of December Forms

All 39 counties submitted the required forms by the December 31 due date. All submitted forms have been reviewed and accepted. All 39 counties are in reasonable compliance for submitting their year-end forms.

The following forms went live on the CARS platform on January 7, 2020:

-  Certification of the 2020 Road Levy and Estimated Revenue Produced
-  Digital Submittal Certification for Forms Due February 3

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, 2020	Actively recruiting
Grant	Unknown ¹			Actively recruiting
Mason	January 23, 2020	July 23, 2020		Actively recruiting

¹ Jeff Tincher, P.E. has submitted his resignation to Grant County, but is staying with Grant County on a part time basis until the county engineer position is filled.

County Audit Reviews

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	2	2	1	No ¹	No
<i>Accountability</i>	8	0	0	No	No
<i>Fraud</i>	2	2	0	No	No
<i>Performance</i>	1	1	0	No	No

¹ The SAO has requested that Benton County shorten the time period of an interfund loan from their capital fund to ER&R for the construction of a fleet services building. This request was made during the exit conference and is not included in the management letter.


CERTIFICATION


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


OTHER ACTIVITIES OF THE C&DA MANAGER

 County Visits:

- a. Regional RAP Meetings
 - i. King County – November 5
 - ii. Skagit County – November 13
 - iii. Grant County – December 11
 - iv. Franklin County – December 12
 - v. Lewis County – January 9

 Violence in the Workplace Training – November 1, Olympia, WA

 County Leaders Conference – November 19 to 21, Spokane, WA

 County Engineer Training – December 3 to 5, Olympia, WA

January 30-31, 2020 CRA Board Meeting

Deputy Director's Report

A. County Engineer Changes since October 2019

1. By phone January 10, 2020, Grant County announced that Jeff Tincher would resign as County Engineer, effective January 31, 2020.
2. By email December 16, 2019 and by letter on January 22, 2020, Mason County announced that Diane Sheesley, PE, would resign as County Engineer, effective January 24, 2020. Mason County has named Dave Smith, PE, as Acting County Engineer for a period not to exceed six months, effective January 23, 2020.

B. County Visits completed since October 2019

- Kitsap County (2)
- Pierce County

There were numerous contacts with County Engineers in various venues.

C. County Audit Reports reviewed since October 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 13 audit reports representing 11 counties since the October 2019 board meeting. Four audits contained a total of four findings issued and noen involved County Road Funds in some form. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

2018 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1025348	Garfield County	Accountability	01/01/2017 to 12/31/2018	12/26/2019				
1025353	Garfield County	Financial	01/01/2017 to 12/31/2018	12/26/2019	1	NCR		
1025125	Kitsap County	Accountability	01/01/2018 to 12/31/2018	12/19/2019				
1025233	Snohomish County	Accountability	01/01/2018 to 12/31/2018	12/19/2019				
1025184	Yakima County	Accountability	01/01/2018 to 12/31/2018	12/16/2019				
1025213	Spokane County	Accountability	01/01/2018 to 12/31/2018	12/9/2019				
1025139	Grant County	Accountability	01/01/2018 to 12/31/2018	12/2/2019			1	NCR
1025046	Benton County	Financial and Federal	01/01/2018 to 12/31/2018	11/21/2019	1	NCR		
1025006	Benton County	CAFR	01/01/2018 to 12/31/2018	11/19/2019				
1025052	Chelan County	Fraud	04/03/2019 to 07/19/2019	11/14/2019	1	NCR		
1024809	King County	Fraud	07/01/2017 to 06/30/2018	11/7/2019	1	NCR		
1024930	Clallam County	Accountability	01/01/2018 to 12/31/2018	10/31/2019			1	NCR
1024913	Kittitas County	Accountability	01/01/2018 to 12/31/2018	10/28/2019				
NC	County Road-Not Corrected			TOTALS	4	0	2	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

D. Other Activities and Visits since October 2019

30-31 October	Mover's Quotes	CRAB Office
4 November	Mover's Quotes	CRAB Office
5 November	GIS-Mo Follow up Meeting with WSDOT	CRAB Office
6-7 November	GIS-Mo Training	CRAB Office
6 November	Grant Programs Manager Recruitment	CRAB Office
7 November	Washington Digital Government Summit 2019	Olympia
13 November	Office Relocation Preconstruction Meeting	CRAB Office
14 November	GIS-Mo Executive Steering Committee Meeting	CRAB Office
14 November	CRAB Staff working Lunch	CRAB Office
15 November	Teleconference – I-976 Impacts	CRAB Office
18-22 Nov	WSAC County Leaders Conference	Spokane
3-5 December	County Engineer Training	CRAB Office
10 December	GIS-Mo Go Live Preparations	CRAB Office
11 December	CRAB Information Visit-Kitsap County	Poulsbo
11 December	GIS-Mo Go Live Briefing for OCIO	CRAB Office
16 December	Pavement Management Discussion w/WSDOT	CRAB Office
17 December	Executive Team Meeting	CRAB Office
18 December	CRAB Budget Briefing Teleconference	CRAB Office
19 December	Automated Vehicle Crash Data Project Meeting	WTSC Office
3 January	Kitsap County Engineer Position Description Call	CRAB Office
6 January	Executive Team Meeting	CRAB Office
6 January	Grant Programs Manager Interview	CRAB Office
7 January	CRABoard Agenda Meeting	CRAB Office
7 January	CRAB Staff Meeting	CRAB Office
7 January	Grant Programs Manager Interview	CRAB Office
8 January	Grant Programs Manager Interview	CRAB Office
9 January	Grant Programs Manager Interview	CRAB Office
10 January	CRAB Budget Conference Call w/ Legislative Staff	CRAB Office
15 January	Transportation Commission Presentation	Olympia
21 January	Quarterly Budget Meeting	CRAB Office
23 January	Kitsap County Road Complaint Inquiry	Poulsbo
24 January	Office Relocation Final Walk Through	CRAB Office
27 January	Office Relocation-Moving Day	CRAB Office
30-31 January	CRABoard Meeting	CRAB Office

Report to County Road Administration Board on Inquiry into Allegations of violations of Standards of Good Practice concerning County Forces Construction and County Road Administration of Road Vacation by Kitsap County Road Department

In a complaint received Saturday, January 18, 2020, Ms. Alexandra Bry alleged that:

“COMPLIANCE COMPLIANT AGAINST KITSAP COUNTY WASHINGTON

Kitsap County is out of compliance with the provisions of law relating to County road administration and with the standards of good practice as formulated by the County Road Administration Board.

Construction by County Forces of Baltic Ln. Poulsbo, Washington, has not been accomplished within statutory limitations;

- *Lack of necessary and sufficient construction plans*
- *Failure to maintain project records*
- *Violations of construction*

Exhibit 12 – defines the problem and County position.

ISSUES FOR REVIEW

ROAD RECONSTRUCTION

ROAD VACATION

- *DISREGARD FOR RESIDENTS SAFETY – NUMEROUS ACCIDENTS AND ONE DEATH HAVE OCCURRED AT THE INTERSECTION OF BALTIC LN. AND HWY 3 BECAUSE ACCESS COULD NOT BE PROVIDED VIA SCENIC DR.*

REQUESTED ACTION

That CRAB investigate Kitsap County, for its failure to meet; State and County Storm Water Codes/ Manual and County Road Codes.

Take any other appropriate measures within CRAB’s authority to require Kitsap to comply with statutorily requirements.

That until this deficiency can be remedied, that the Board shall issue only a Conditional Certificate of Good Practice for Kitsap County when required to file such certification.”

Prior to filing of a formal complaint, a number of contacts between Ms. Bry and CRAB staff by phone and email were initiated by the complainant and a Public Records Request was filed on January 15, 2020, and fulfilled by CRAB staff on January 16, 2020. Ms. Bry asked for clarification

of information provided by Mr. Clark and Deputy Director Walt Olsen provided the response on January 17, 2020. The official complaint was filed on Saturday, January 18, 2020 at 1:24 pm. On Tuesday, January 21, 2020, I instructed staff to terminate any further discussions with Ms. Bry until staff made inquiry into the issue and reported to the CRABoard at its next regular meeting.

Deputy Director Walt Olsen, Engineering Administrative Support Specialist Derek Pohle, and Compliance and Data Analyst Manager Drew Woods met with Kitsap County Engineer Jon Brand, Maintenance Superintendent Jacque Dean and Right of Way Manager Molly Foster on January 23, 2020, to review all of the documents concerning the road vacation of Scenic Drive and the conversion of Baltic Lane from gravel to asphalt surface. Upon completion of the documentation review, the review team found the following:

1. According to the file, the section of Scenic Drive was petitioned for vacation by Mr. Armitage and approved by the Board of Kitsap County Commissioners in 1977. When Ms. Bry inquired about the road vacation in 2008, it was discovered that the condition of granting a 15-foot easement to the public was not fulfilled. At first, the County's position was the road vacation was invalid (per email dated February 3, 2009). At that time, Right of Way Manager Molly Foster was instructed to prepare a Resolution to the Board nullifying the road vacation (email dated February 10, 2009). However, after the road vacation was further discussed amongst staff and the Deputy Prosecuting Attorney, the DPA changed the County's original position, as there was no enforceable period for the agreement to be executed as instructed by the Board during the public hearing. Thus, the County allowed Mr. Armitage the opportunity for corrective action and set a period for which he had to comply. It is clear through the numerous emails in the file that he was contacted for compliance and did, in fact, comply, granting a 15-foot wide public easement. This determination and the County's position had been communicated to Ms. Bry throughout the process in 2009.
2. The conversion of Baltic Lane from gravel surface to asphalt surface was done in 2017 under County Road Project #1603 and was properly documented on the Annual Construction Program and Annual Construction Report for 2017 as required by WAC 136-18-060. The county had initially chosen to do the work using the bituminous surfacing method and subsequently chose to improve the roadway with asphalt concrete pavement for construction and durability reasons. This was a field decision made at the time of construction by the supervisor and was not reviewed with the County Engineer before the project was completed. The change in surfacing type triggered a Storm Water review that found that even though the method of surfacing had changed, no storm water mitigation was required as per Kitsap County Storm Water Management Code, Chapter 12.20, as the surfacing did not exceed the 10,000 square foot impervious surface criteria.
3. Detailed plans and specifications for the county forces construction of Baltic Lane were not required for this project as per RCW 36.80.070 and WAC 136-18-035. This is a routine construction activity, easily completed with limited direction of highly skilled

personnel well versed in the techniques used to accomplish the project. The County was well within their annual limit for county forces construction. The County received letters of appreciation from five other residents of Baltic Lane after the project was completed.

4. Our field review of Baltic Lane was conducted at 1:30 pm on January 23, 2020 and photos were taken of the conditions existing at that time. The roadway is not signed as primitive and is no longer eligible for that designation. It had rained 3.24 inches in the 48 hours prior to our review, yet very little storm water runoff appeared in any of the ditches on Baltic Lane. The surface was well constructed and maintained, properly graded and sloped and showed no surface condition issues normally associated with subsurface water incursion or storm water sheetflow in the area.
5. The intersection of Baltic Lane and State Route 3 is at a slight skew but sight distance in both directions is sufficient for the 50 mph speed limit set for SR3. In the last five years, eight accidents have occurred on SR 3 near the Baltic Lane intersection but, there appear to be no accidents involving the turning movements in either direction from Baltic Lane to SR 3 or vice versa.

Many of the other issues raised by Ms. Bry can and should be addressed by other departments in Kitsap County. It is the opinion of the CRAB staff who conducted the review of the documents and performed the field review that Kitsap County Road Department is not in violation of any Standards of Good Practice concerning general administration of county road programs and that a Conditional Certificate of Good Practice is not warranted.

January 2020 CRABoard Meeting Information Services Update



A. Ongoing Projects

a. GIS-Mo Project

- i. Go-Live Readiness Briefing December 11, 2019
- ii. OCIO Waiver thru Roll-out July 31, 2021
- iii. Detailed Activity Schedule for 2020

b. WATECH Migration Project

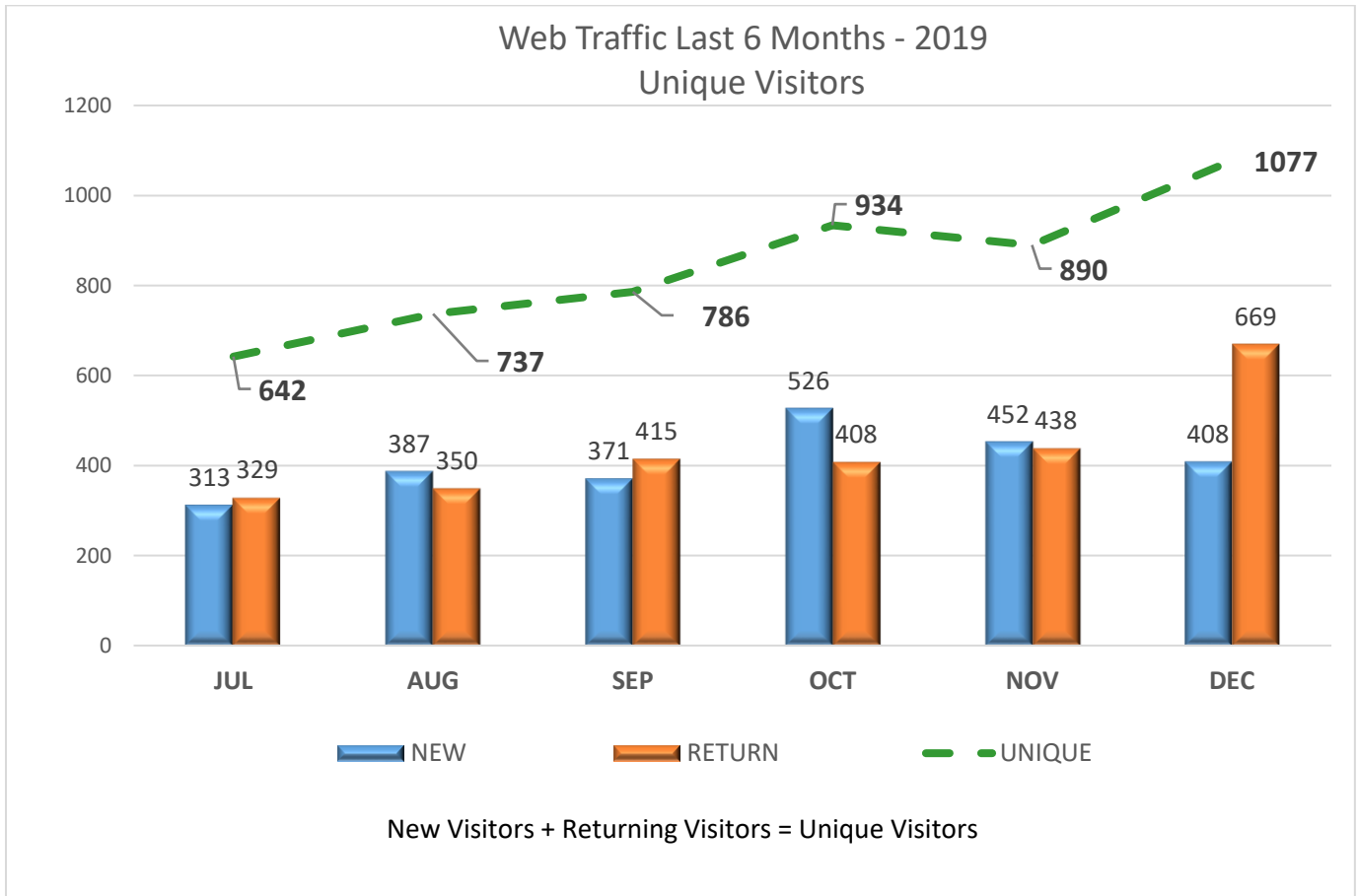
- i. Waiver through January 31, 2020
- ii. Reconfigured original architecture
- iii. Supplemental budget request for private cloud operating costs

c. Physical Office Move

- i. Complete!

d. CRAB Website

- i. Site Analytics



Additional Information Services Activities Update

a. Administrative

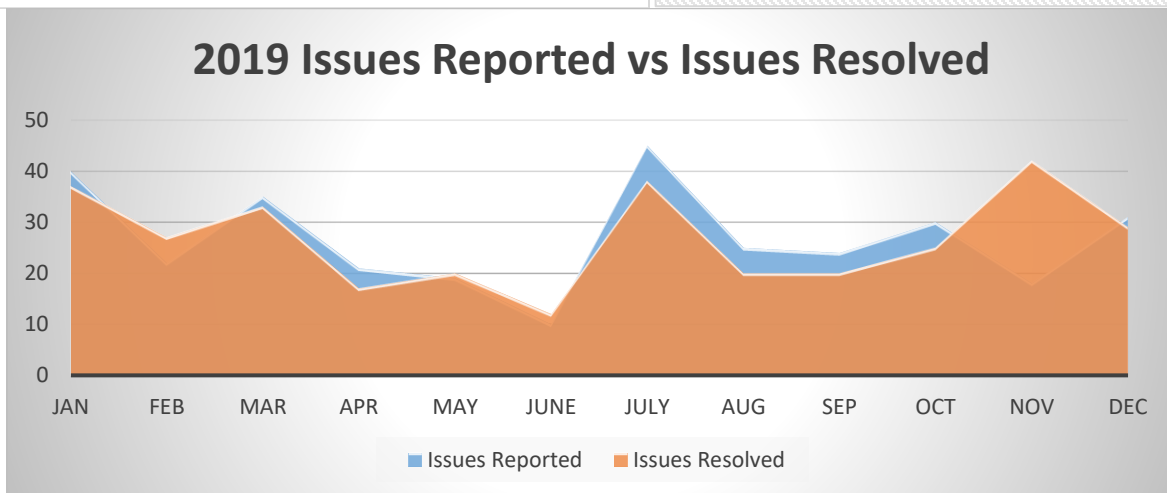
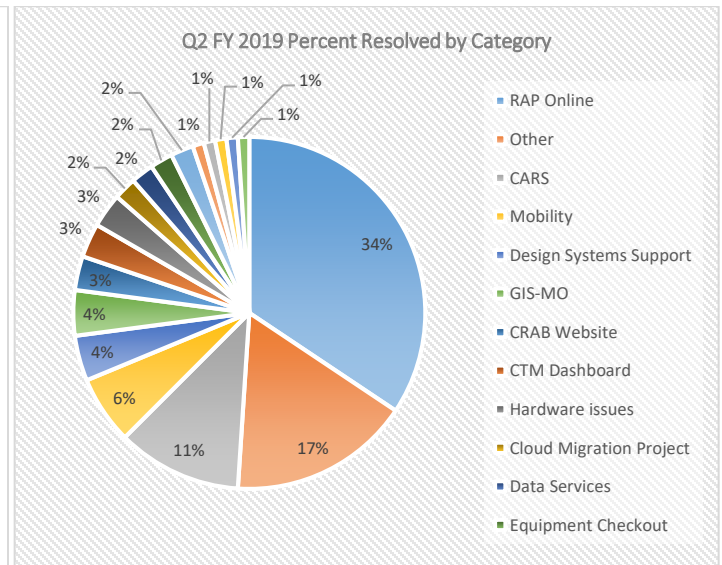
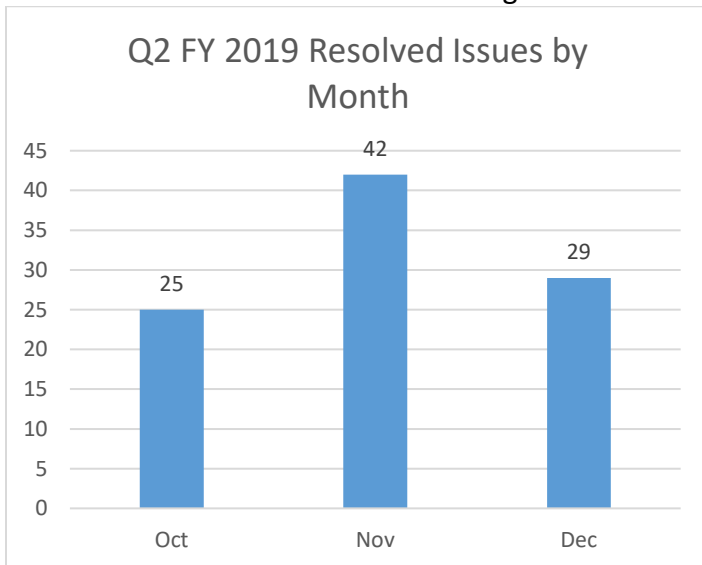
- i. IT Staff Professional Development
 - Scott completed ITIL and Web Development Certification!
 - County Leaders Conference Spokane, WA
 - Jim and Mike attended VUECon 2019 in Orlando, FL
 - Cameron completed Violence in the Workplace training

b. System Security Update

- i. Network equipment relocated to new suite
- ii. Windows critical updates performed
- iii. Full server Anti-Virus sweeps

c. CRAB Customer Training and Support

- i. CRAB Customer Training
 - 17 Counties: Clark, Grant, Grays Harbor, Island, Jefferson, King, Kitsap, Mason, Pacific, Pend Oreille, Pierce, Skagit, Spokane, Thurston, Wahkiakum, Whatcom, Yakima attended two-day GIS-Mo Training
- ii. Stakeholder Engagement
 - County Leaders Conference Technical Session November 20, 2019
- iii. CRAB Customer Support
 - 2nd Quarter, FY2019 – 79 issues reported across 17 categories; 96 issues resolved across 18 categories.



2019 - 2020 GIS-Mo Training Schedule

November 2019						
S	M	T	W	TH	F	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

December 2019						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

January 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

March 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

April 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May 2020						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

June 2020						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	22	23	24	25	26	27
27	28	29	30			

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

GIS-Mo Training in Olympia

Eastern WA Sites Location and Network Specs Confirmed : March @ Adams---- May @Walla Walla
 June @ Douglas County

March Adams Confirmed
May Walla Wall Confirmed
June Douglas Confirmed

Design Systems and UAS Programs

1. County Contact

- The Design Systems and UAS Programs Manger attended four regional RAP Meetings with Randy Hart and Drew Woods. Met with approximately 40 county personnel and presented the status and a projected vision the Design Systems and UAS Programs.
- CRAB provided in-person project support to Skagit County on their Bow Hill Project. Followed up with a remote support session via TeamViewer.
- CRAB provided support to Whitman County through CRAB-NET and generated a knowledge base article for future reference.
- Design Systems intends to promote CRAB-NET and TeamViewer to all of the counties. With these tools, we can more readily assist counties when they have support issues.

2. Design Systems

- Planning for the 30th Road Design Conference.
 - Secured full sponsorship of all planned events.
 - Working with presenters for form training sessions.
- Autodesk University 2020
 - The Program Manager attend 15 training courses. Many of the AEC courses were overbooked. 14 courses were on-screen, one was a hands-on lab.
 - 2020 is the last year of the “combined” product format for Autodesk University. It is their intent in 2021 to focus smaller individual conferences for their specific product lines.
 - The Program Manager met with five software vendors regarding Civil 3D tools and our interest in the development of an e-learning system.
- Training Program
 - The Program Manager completed review of our previous training materials. The determination was that the material was out dated and required a full replacement. The findings were reported to John Koster in order to determine the best course of action for replacement.
 - The training waitlist currently has 12 personnel requesting Civil 3D training.
 - Development of in-house training materials typically require 2 hours per page of material. Average Civil 3D manuals are 500 pages, which is approximately 1000 hours to

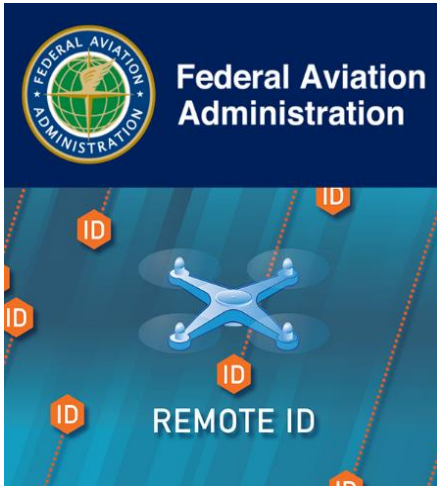


create materials. Additionally, it would require 1 hour per page to update the materials for version updates.

- We determined it would be in the best interest of the counties for us purchase materials and begin training following our office relocation. This material is from a highly respected instructor and author. The cost of this instructor's course is \$1,295 per student, including materials. CRAB negotiated for the purchase of the materials alone for \$85 per student.
- The director has requested development an estimated budget for future training costs.
- The first Civil 3D training has been scheduled for February 12-14, 2020.

3. UAS Program

- With the focus on getting Design Systems Training back on-line, the UAS Program has no change of status.
- The Federal Aviation Administration (FAA) has issued the proposed rule for remote identification of drones.*
 - It is currently in it's 60-day review and comment period.



- Equipping drones with remote identification technologies would build on previous steps taken by the FAA and the UAS industry to safely integrate operations, including the small UAS rule, which covers drones weighing less than 55 pounds other than model aircraft, and the Low Altitude Authorization and Notification Capability (LAANC), which automates the application and approval process for drone operators to obtain airspace authorizations.
- These efforts are the foundation for more complex operations, such as beyond visual line of sight at low altitudes, as we move toward a traffic management ecosystem for drone flights separate from, but complementary to, the existing air traffic management system.
- What does this mean to CRAB?
 - Upon enactment, existing registered aircraft will be required to comply within 36 month.
 - An internet hot-spot may be required to execute missions.

* The full text can be read here:

<https://www.federalregister.gov/documents/2019/12/31/2019-28100/remote-identification-of-unmanned-aircraft-systems>

ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – January 31, 2020

Reporting Period: November 2019 thru January 2020

COUNTY VISITS

Kitsap County

COUNTY CONTACTS/CONSULTING

Total Contacts: 38

Number of: Counties: 18 Other Agencies: 6 Public: 2

COUNTY AUDITS – For Fiscal Year 2018

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

OFFICE OF THE COUNTY ENGINEER TRAINING

Training December 3-5, 15 participants from nine counties, including three CRAB staff.

Updated the training agenda and some content for May 2020.

COUNTY ENGINEER DESK REFERENCE

Minor edits, broken links

OTHER ACTIVITIES OF THE EASS

- Conference call with MRSC: DES project to study streamlining local agency purchasing rules.
- County Leaders Conference in Spokane, December 3-5.
- Meeting with Pat Beehler, DNR: proposed WAC regarding MOU for Monument protection during sealcoating operations.
- Call with SAO and Garfield County: proposed Finding regarding Solid Waste Fund.
- DNR WAC Hearing: proposed WAC regarding MOU for Monument protection during sealcoating operations.
- CRAB office move