



AGENDA

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

Thursday 1:00 pm

1 Call to Order

2 Chair's Report - Brian Stacy, PE

- A. Approve October 24-25, 2019 Agenda
- B. Approve Minutes of July 25-26, 2019 CRABoard Meeting
- C. Staff Introductions - John Koster

Action	Enclosure
Action	Enclosure
Info	

3 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Project Request Actions Taken by CRAB Staff
- C. Resolution 2019-009 - Apportion RATA Funds to Regions
- D. Consider a Call For Projects 2021-23 Biennium

Info	Enclosure
Info	Enclosure
Action	Enclosure
Action	Enclosure

4 Proposed WAC Changes - Emergency Loan Program

- A. CR-101 1607.1 and CR-101 1608.1
- B. Set Public Hearing for January 2020

Info	Enclosure
Action	

5 Washington State Representative Jake Fey

Info	
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6 WSACE Report - Jane Wall, Managing Director

Info	
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7 Director's Report - John Koster

- A. 2019-2021 Current Budget Status
- B. 2019-2021 Supplemental Budget Request
- C. Set 2020 Meeting Schedule
- D. Approve Annual Certification Form
- E. New Organizational Chart
- F. Director's Activities

Info	Enclosure
Info	Enclosure
Action	Enclosure
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Info	

RECESS 5:00 PM - Dinner at Anthony's Homeport

Friday
8:30 am

8 Call to Order

9 Deputy Director's Report - Walt Olsen, PE

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

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure

10 Staff Reports

- A. Engineering & Administrative Support - Derek Pohle, P.E.
- B. Compliance & Data Analysis - Drew Woods, P.E.
- C. Information Services - Eric Hagenlock
- D. Design & UAS Systems - Brian Bailey

Info	Enclosure
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Info	

11 Possible Executive Session

ADJOURN

Chair: _____

Attest: _____

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

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 Council Member
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
Mike Clark, Inventory Systems Manager
Randy Hart, PE, Grant Programs Manager
Drew Woods, PE, Compliance & Data Analysis Manager
Derek Pohle, PE, Engineering & Administrative Support Manager
**Jim Oyler, Applications Specialist
**Kathy O'Shea, Database Specialist
**Scott Campbell, Systems Manager
**Jim Ayres, PE, Design Systems Manager

Guests: *Chad Johnson, DES Budget Analyst
*Bobby Jackson, Lewis County Commissioner
**Devin Rue, former CRAB intern
**Meghan McPhaden, House Trans Committee Fiscal Analyst
**Steve Hillesland, former CRAB staff member

*Present July 25, 2019 only

**Present July 26, 2019 only

CALL TO ORDER

Chair Stacy called the County Road Administration Board meeting to order at 8:30 am. He requested that guests sign in and that all electronics be silenced.

CHAIR'S REPORT

Re-Appointments

Chair Stacy noted that Commissioner Coffman, Commissioner Koch and Mr. Storey

were re-appointed to additional terms expiring in June 2022.

Approve Agenda for the July 25-26, 2019 Meeting

Commissioner Ross moved and Mr. Morgan seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of April 25-26, 2019 CRABoard Meeting

Commissioner French moved and Commissioner Koch seconded to approve the minutes of the April 25-26, 2019 CRABoard meeting. **Motion passed unanimously.**

Election of Chair, Vice-Chair and Second Vice-Chair

As three Board members had not yet arrived, election of officers was postponed.

CERTIFICATIONS

Resolution 2019-005 Certifying the 2018 Master County Road Log

Mr. Clark presented Resolution 2019-005 - Certifying the 2018 Master County Road Log, to reflect the county road system as of January 1, 2019. He noted that all 39 counties are compliant with the requirements, and staff recommends approval of the road log.

Following discussion and questions, Mr. Storey moved and Commissioner French seconded to approve Resolution 2019-005 - Certifying the 2018 Master County Road log. **Motion passed unanimously.**

Resolution 2019-006 Regarding Roadway Categories and Unit Costs for the 2020 and 2021 County Fuel Tax Distribution

Mr. Clark presented Resolution 2019-006 - Regarding Roadway Categories and Unit Costs for the 2020 and 2021 County Fuel Tax Distribution, which certifies the factors used in the computation of the fuel tax allocation to the individual counties. Staff recommends approval of the resolution.

Mr. Clark and Mr. Olsen gave a brief presentation on the factors and calculations. Following discussion and questions, Commissioner Ross moved and Commissioner French seconded to approve Resolution 2019-006 - Regarding Roadway Categories and Unit Costs for the 2020 and 2021 County Fuel Tax Distribution. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,085 projects have been completed to date. Anticipated revenue at the end of the 2017-2019 biennium is \$608,454,648. RAP expenditures to date total \$585,241,883. RAP obligations remaining are \$166,307,203.

Regional Meetings Update

Mr. Hart reported on the meetings held in May and June in all five regions. Topics discussed included actions and funding of new projects by the CRABoard at its April meeting; biennial funding estimates for RAP and CAPP (County Arterial Preservation Projects), including \$4.8 million in Connecting Washington funding for each; the rescheduling of payments for recently approved projects that were not showing progress, as well as new projects out to 2024; the receipt to RAP of funds from licensing of electric vehicles of approximately \$700,000 in September; Federal Lands Access Program funding, including a possible call for new projects in 2020; updates to RAP Online; and potential WACs for the Emergency Loan Program.

The regions proposed no changes to their existing project evaluation processes. They reviewed 2R (Restore and Resurface) projects, potential augmentation of Fish Barrier rating criteria, and potential match for BRAC-funded (Bridge Replacement Advisory Committee) bridges.

He noted that at the meetings Mr. Clark reiterated the need for accurate and up to date pavement ratings and road information, gave an update on GIS-Mo deployment, and reported that Motor Vehicle Fuel Tax and County Arterial Preservation Account estimates will be published after the July CRABoard meeting. Also at the meetings, Mr. Woods provided an overview of compliance issues as well as the basic requirements and restrictions of the new Emergency Loan Program.

Project Request Actions Taken by Staff

Mr. Hart reported that Wahkiakum County requested a scope change for their Elochoman Valley Road and Clear Creek Fish Passage project, revising the mileposts from 6.10 – 6.60 to 6.10 – 6.70. The engineer explained that the work intended for the original project was incorrectly terminated at 6.60 and needs to be extended. After further discussions, however, the county has elected to complete further design details to obtain a more accurate milepost terminus, and will request the scope change later.

Staff took no action on this request.

Benton County requested a reduction of the design speed for Hanks Road from 50 mph to 40 mph. The original description of the terrain as flat was incorrect; the correct designation is rolling, which stipulates 40 mph design speed. This design speed is met by most of the existing vertical curves, but some will need improvement. All other proposed improvements will remain as originally submitted. In further discussions, the county stated that the estimated cost of the project will exceed the \$1,400,000 in RATA (Rural Arterial Trust Account) funding. CRAB staff verified that the terrain is indeed rolling, and that a 40 mph design speed is appropriate for the project. The resulting reduction in vertical rating points lowers the overall score of the project from 74.50 to 71.76. At that rating, the project retains its original position in the priority array.

Mr. Koster approved the proposed change in writing, attaching the appropriate amendment specifying the change.

Resolution 2019-007 Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2019-007 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$7,528,859 now credited to RATA for March through June 2019 to the regions by the established 2017-2019 biennium regional percentages after setting aside \$155,807 for administration. Staff recommends approval of the resolution.

Commissioner Koch moved and Commissioner Ross seconded to approve Resolution 2019-007 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

Resolution 2019-008 To Establish Regional Percentages for the Apportioning of RATA Funds During the 2019-2021 Biennium

Mr. Hart presented Resolution 2019-008 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2019-2021 Biennium, which establishes the apportionment percentages for the five regions.

Following questions and discussion, Commissioner Ross moved and Second Vice-Chair Janicki seconded to approve Resolution 2019-008 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2019-2021 Biennium. **Motion passed unanimously.**

EXECUTIVE DIRECTOR'S REPORT

Budget Reports

Mr. Koster introduced Mr. Johnson, who noted that the allotments have been established for the current budget. He presented charts showing the share of operating revenues to each fund, the share of capital revenues to each fund. He also showed comparisons of operating revenues for the last biennium and the current biennium, and the same comparisons of capital revenues.

Mr. Johnson reported that the current biennium is projected to close out approximately \$183,000 under budget. The unspent revenues will remain in RAP and CAPP.

A supplemental budget request will be submitted in September to address double-fill of positions for Mr. Hart and Mr. Oyler, who will be retiring in 2021, and to pay for Mr. Ayres' retirement buy-outs this year.

Updates

Mr. Koster noted the inclusion of the May and June minutes from the Washington Road Usage Charge Steering Committee meetings for the Board's information. He reported that the committee just published an estimate of costs for various vehicles.

He noted that Meghan McPhaden, House Transportation Committee Fiscal Analyst, and Brian Moore, Senate Transportation Fiscal Analyst, recently attended a staff meeting to learn more about CRAB's operations, and will be attending the CRAB Board Meeting on July 26, 2019.

Mr. Koster reported that negotiations are progressing on the proposed move of staff's offices within the current building location.

He noted that he recently spoke with Eric Johnson from the Washington State Association of Counties concerning reporting on fish passage barrier issues.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen announced that on July 23, 2019 King County appointed Joann Kosai-Eng as County Road Engineer, effective August 9, 2019. She replaces Rick Brater, who will continue to serve as Division Director.

County Visits

Official County Visits to Lincoln, Kitsap, Pacific, Chelan, Douglas, Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia, and Garfield Counties were conducted since the April 2019 CRABoard meeting.

Numerous contacts with County Engineers took place in other venues.

State Auditor's Report

CRAB has reviewed 14 audit reports representing seven counties since the April 2019 board meeting. One audit contained one finding issued and one involved County Road Funds in some form. Any audit with a number under the "New?" or "Prev?" heading revealed findings. Status of those findings involving County Road Funds is also shown.

2017 - 2018 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1024187	King County	CPA	01/01/2018 to 12/31/2018	7/8/2019				
1024189	King County	CPA	01/01/2018 to 12/31/2018	7/8/2019				
1024115	Thurston County	Accountability	01/01/2018 to 12/31/2018	7/5/2019				
1024135	Thurston County	Financial and Federal	01/01/2018 to 12/31/2018	7/5/2019				
1024218	Yakima County	Financial and Federal	01/01/2018 to 12/31/2018	7/5/2019				
1024192	Yakima County	CAFR	01/01/2018 to 12/31/2018	6/28/2019				
1024107	Thurston County	CAFR	01/01/2018 to 12/31/2018	6/27/2019				
1024206	Skagit County	CAFR	01/01/2018 to 12/31/2018	6/27/2019				
1024234	Pierce County	CAFR	01/01/2018 to 12/31/2018	6/27/2019				
1024173	King County	CAFR	01/01/2018 to 12/31/2018	6/26/2019				
1024083	Snohomish County	CAFR	01/01/2018 to 12/31/2018	6/20/2019				
1023719	Garfield County	Financial and Federal	01/01/2017 to 12/31/2017	5/9/2019	1	CR		PC
1023783	Pierce County	Attestation Engagements	01/01/2018 to 12/31/2018	4/30/2019				
1023633	King County	Accountability	07/01/2017 to 06/30/2018	4/22/2019				
NC	County Road-Not Corrected			TOTALS	1	0	0	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

Activities

Mr. Olsen reviewed a list of his activities since the April 2019 CRABoard meeting.

Chair Stacy called for a brief recess.

Election of Chair, Vice-Chair and Second Vice-Chair

Chair Stacy opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair.

Mr. Storey moved and Vice-Chair Coffman seconded to retain Mr. Stacy as Chair.

Motion passed unanimously.

Mr. Storey moved and Commissioner Koch seconded to retain Commissioner Coffman as Vice-Chair. **Motion passed unanimously.**

Mr. Storey moved and Vice-Chair Coffman seconded to retain Commissioner Janicki as Second Vice-Chair. **Motion passed unanimously.**

The Board informally discussed several topics related to future funding of county roads. No action was taken as a result of any discussion.

Chair Stacy recessed the meeting at 3:02 pm. The meeting was scheduled to reconvene at 8:30 am on Friday, July 26, 2019.

**County Road Administration Board
Friday, July 26, 2019**

CALL TO ORDER

Chair Stacy reconvened the meeting at 8:30 am.

Mr. Koster introduced Mr. Rue, who recently completed an internship at CRAB. Mr. Oyler outlined his success in implementing a Content Management System for staff's use. Chair Stacy thanked Mr. Rue for his work and presented him with a certificate of appreciation.

EMERGENCY LOAN PROGRAM

Mr. Woods noted that the goal of the program is to provide financial assistance to counties during a disaster. He presented an informational email sent to the counties, proposed WAC language, a funding flowchart, a prioritization spreadsheet, and correspondence from Jefferson County.

Mr. Woods outlined proposed changes to WAC 136-163, which would eliminate the emergency project category and language.

He presented the proposed language for WAC 246-250, EMERGENCY LOAN PROGRAM (ELP).

Mr. Koster noted that the initial funding level of \$1,000,000 is less than hoped for, and staff will be requesting increased funding in the next legislative session. He also advised that future CRABoard members will need to determine the maximum amount for the fund.

Ms. Pendleton noted that the next step is to file a CR-101 and send the information out to the counties for comments. At the October 2019 CRABoard Meeting, the Board will discuss the comments and decide whether to file a CR-102 and set a public hearing for the January 2020 CRABoard Meeting.

COMPLIANCE AND DATA ANALYSIS MANAGER'S REPORT

Mr. Woods reported that all 39 counties submitted the required Road Log Update forms and documentation by the May 1 deadline.

He noted that Kittitas County is continuing to recruit for a County Engineer.

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

CRAB staff met with the Clallam County engineer, new chief financial officer and other county financial staff on July 18 to receive an update on the county's progress. They continue to work on developing their cost allocation plan and have a well organized plan of action. The updated timeline is to have the cost allocation plan completed by September 30 so that departments know what amounts to budget for 2020.

ENGINEERING AND ADMINISTRATIVE SUPPORT MANAGER'S REPORT

Mr. Pohle noted onsite visits to Pacific and Clallam Counties, and contacts with 16 counties, nine with other agencies and one with the public since the April CRABoard meeting.

Mr. Pohle noted that County Engineers' Training was conducted on May 14-16 in the CRAB offices, with 12 participants from seven counties. He is updating content of the training manual for the next class in December.

He has updated the County Engineer Desk Reference, which was posted to the CRAB website in May.

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

INFORMATION SERVICES DIVISION MANAGER'S REPORT

Mr. Hagenlock reported that VUEWorks configuration has begun for the GIS-Mo Project. The FYI video that will be on the CRAB website has a completed script and storyboard, and is in production. Staff has attended several statewide meetings and conferences to present information to county officials. The GIS-Mo Interoperability Workgroup led by Mr. Cole has begun meeting, with over 30 participants from around the state. He noted that the grant from the Washington State Transportation Commission will expire on September 30. GIS-Mo Training for the counties is tentatively scheduled to begin in November 2019. Staff will begin their in-depth training with VueWorks next week.

Staff is working closely with WaTech to connect from the current network to the new WATech Private Cloud in order to migrate servers and commence testing.

He noted that a new SQL Server was purchased in June 2019, and staff is developing an upgrade/migration timeline for the production environment.

Should the physical office move be approved, the IT staff will need to schedule fiber installation to new server room, test and label all cabling between the new offices and server room, and schedule IT server equipment relocation and fiber cutover.

The VoIP Phone System equipment has been received and the PoE Switch configured with WaTech. Staff is awaiting cloud migration to complete the installation.

Mr. Hagenlock noted that web traffic in the last quarter consisted of 2,029 total unique visits. 1,031 were return visitors, and 998 were new.

Staff has completed a System Security Update. Cisco Meraki MDM was implemented in compliance with OCIO Policy 191, Windows critical updates have been performed and automated, full server anti-virus sweeps are being conducted, and CRAB and FMSIB website penetration testing has been performed.

Mr. Hagenlock noted that there was no formal training conducted by staff since the April 2019 CRABoard Meeting. In CRAB customer support for the last quarter, 50 issues were reported across 14 categories. 49 issues were resolved across 11 categories.

Mr. Hagenlock briefly ran through the storyboard for the GIS-Mo video.

DESIGN SYSTEMS MANAGER'S REPORT

Mr. Ayres reported visits to Skamania, Klickitat, Franklin, Benton, Yakima, Kittitas, Pierce, Kitsap, Snohomish, Island, Jefferson, Mason, Pacific, and Grays Harbor counties since the April 2019 CRABoard Meeting. He also had contact or did consultations with 24 counties, two other agencies, and four private entities or vendors.

He reported that he has completed the new online training project "*Civil 3D User Interface*", a self-guided set of slides with datasets to learn prior to attending the AutoCAD Civil 3D Fundamentals classes; begun a training manual update; and conducted AutoCAD Civil3D site visits the week of July 16–19, 2019.

Mr. Ayres noted that the CRAB Unmanned Aerial Systems program has been beta testing a new UAV app to assist the WSDOT Aviation Division, which will help safely launch and monitor UAVs on a routine basis, and expedite the use of UAVs by first responders. He reported that the Federal Aviation Administration's Unmanned Traffic Management and Remote ID rule changes are scheduled for FAA final rulemaking and release by 2020.

Mr. Ayres noted that this would be his final report to the Board, as he will be retiring from state service on July 31. He stated that he has enjoyed all aspects of working for CRAB and considers his 20 years on staff extremely rewarding and productive.

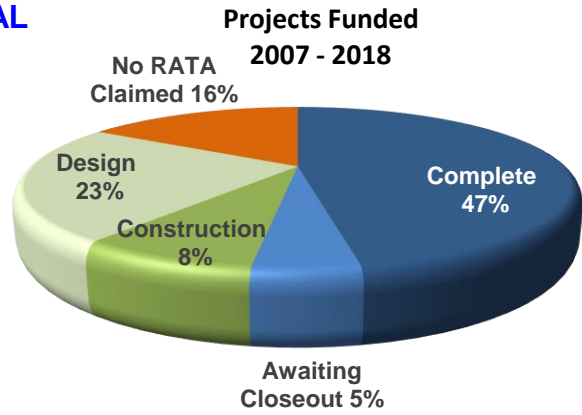
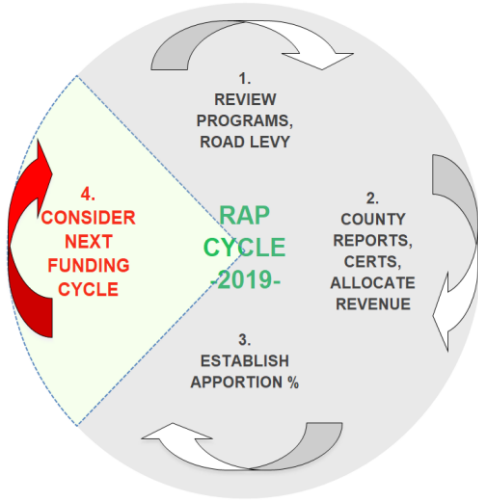
Mr. Koster presented Mr. Ayres with a plaque and gift card from the Board and staff.

Chair Stacy adjourned the CRABoard meeting at 10:27 am.

Chair

Attest

RURAL ARTERIAL PROGRAM
October, 2019



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	34	2	32	12	3		1083
Awaiting Closeout		1	1		6	3	2		13
Some RATA paid	1	1	5		11	28	35	4	85
No RATA Paid					1		3	39	43
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	45,272,200
Total estimated revenue	652,412,759

RAP Expenditures to date:

To Completed Projects	534,598,502
To Projects in Design or Under Construction	38,770,598
Administration	12,014,724
Total RATA spent	585,383,824

RAP Obligations:

RATA Balance on Active Projects	124,227,096
RATA \$ yet to allocate to Partially funded projects -	30,839,138
Requests for reimbursement - pending	1,242,727
Estimated remaining administration through 2019- 2021 biennium	995,070
Total RATA obligated	157,304,031

QTR 3 - 2019 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
July	\$20,711,972.37	2,059,924.03	\$35,553.78	(2,789,419.75)	9	(55,745.37)	\$19,962,285.06
August	\$19,962,285.06	\$1,738,270.23	\$36,150.87	(1,472,527.46)	6	(43,107.85)	\$20,221,070.85
September	\$20,221,070.85	\$1,701,044.51	\$30,974.55	(2,812,706.94)	18	(43,076.96)	\$19,097,306.01
TOTALS:		\$5,499,238.77	\$67,125.42	(7,074,654.15)	33	(141,930.18)	

County Road Administration Board – October 24, 2019

Project Actions Taken by CRAB Staff

Snohomish County –RATA funded project combined with non-RATA funded project:

The county contacted CRAB via letter dated August 16, 2019 requesting combination of:

- RATA funded 84th St NE/ 115th Ave NE intersection project - milepost 1.58 - 1.78 (RAP Project # 3117-01) with:
- Non-RATA funded 84th St NE resurfacing project - mileposts 0.63 - 1.58 and 1.78 - 2.65 and
- Non-RATA funded Marine Drive, mileposts 0.00 – 1.78.

The CRAB Executive 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 the county and CRAB.

RESOLUTION 2019-009
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 \$3,799,615 made available in the RATA in **August and September, 2019** be apportioned to the regions by their 2019-2021 biennium percentages after setting aside \$141,930 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2019 - 2021)</u>	<u>PRIOR PROGRAM (1983 - 2019)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		141,930	141,930	12,959,676	13,101,606
NORTHEAST	43.67%	1,597,311	1,597,311	254,825,268	256,422,579
NORTHWEST	10.92%	399,419	399,419	67,566,797	67,966,216
PUGET SOUND	6.91%	252,746	252,746	42,665,519	42,918,265
SOUTHEAST	23.62%	863,945	863,945	140,190,567	141,054,512
SOUTHWEST	<u>14.88%</u>	<u>544,264</u>	<u>544,264</u>	<u>88,932,733</u>	<u>89,476,997</u>
TOTAL	100.00%	3,799,615	3,799,615	607,140,559	610,940,174

Adopted by the CRABoard on October 24, 2019

Chair's Signature

ATTEST

County Road Administration Board – October 24, 2019
**Consider a call for Projects
and establish a funding period in 2021 - 2023
WAC 136-161-020**

Introduction:

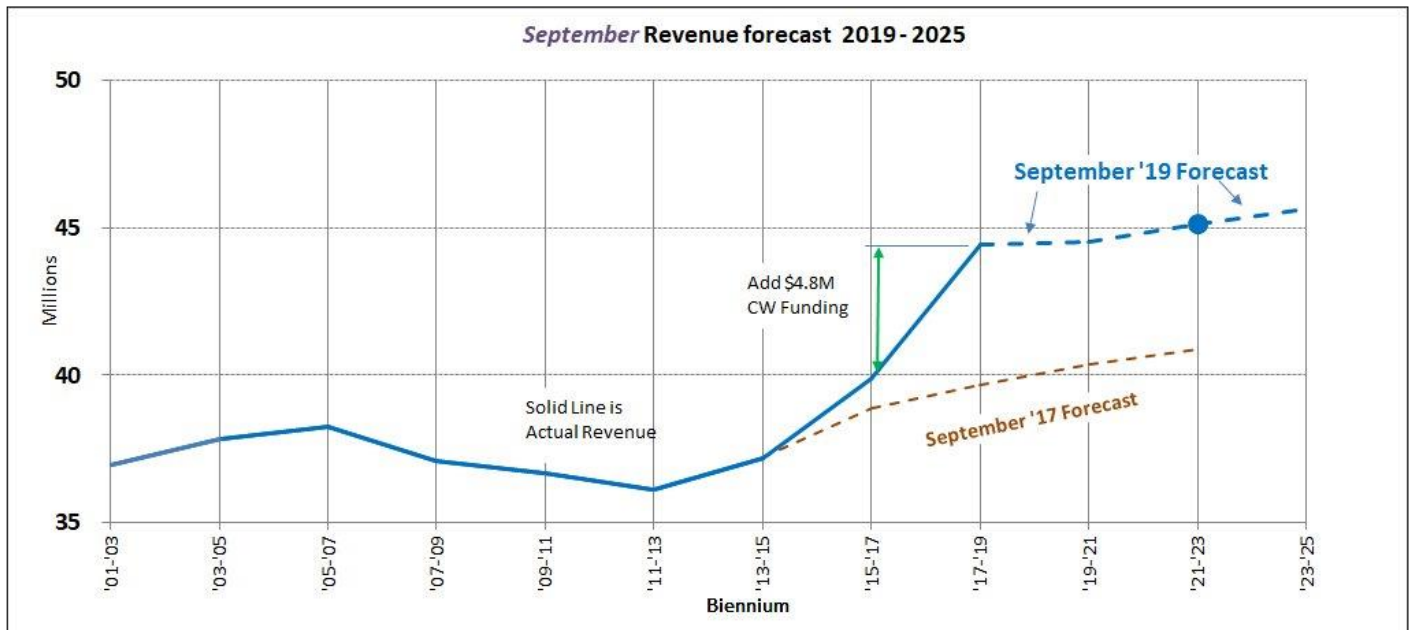
Per WAC 136-161-020, the Rural Arterial Program project funding cycle begins at the fall odd-year CRABoard meeting, when the board considers the Rural Arterial Trust Account (RATA) balance and future revenue to determine if enough funds will be available to provide for an additional array of projects for the ensuing biennium (2021– 2023).

“(1) The CRABoard establishes a funding period if it determines that sufficient future RATA funds are available to provide for new RAP projects. This determination takes place during the CRABoard's regularly scheduled fall meeting in odd-numbered years.”

Things to Consider:

1. Revenue estimate

RATA fund revenue experienced a downturn during the 2007 – 2013 three biennia period. After 2013 however, the revenue has increased steadily and is expected to continue to do so. Estimated '21– '23 Rural Arterial Trust Account (RATA) revenue as of September 2019 is \$40,193,000. Connecting Washington transfers from the MVA into the RATA quarterly will amount to an additional \$4,844,000 in the 2021 – 2023 biennium (dependent again on legislative approval). Total available revenue is therefore estimated to be \$45,037,000.



2. RATA Spending History and Balance

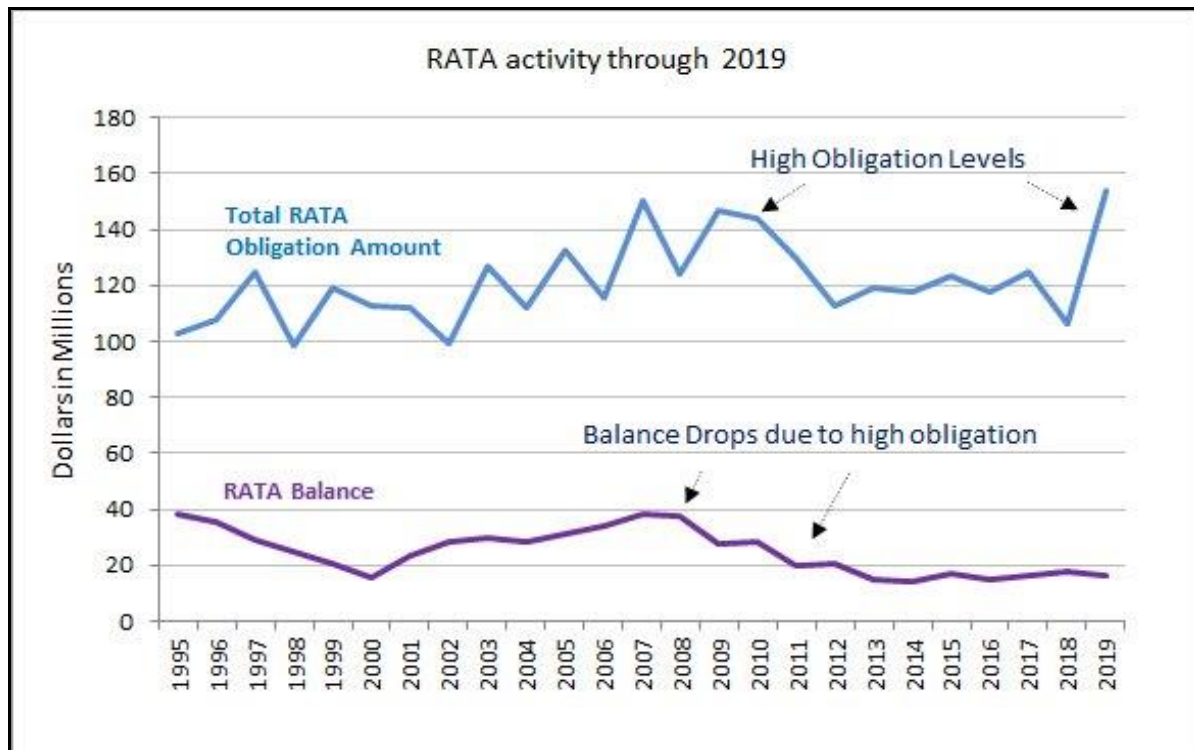
<u>Biennium</u>	<u>Planned Spending</u>	<u>Actual Spending</u>	<u>Revenue</u>	<u>Ending Balance</u>
'11 – '13	\$109,000,000	\$47,000,000	\$36,400,000	\$18,200,000
'13 – '15	\$76,000,000	\$38,700,000	\$37,300,000	\$17,800,000
'15 – '17	\$76,400,000	\$38,800,000	\$41,600,000	\$20,600,000
'17 – '19	\$71,600,000	\$46,100,000 (63%)	\$45,000,000	\$19,500,000
'19 – '21	\$72,500,000	\$43,500,000	\$45,000,000	\$21,000,000 <i>est</i>
'21 – '23	\$65,000,000*	\$39,000,000	\$45,000,000	\$27,000,000 <i>est</i>
'23 – '25	\$80,000,000*	\$48,000,000	\$45,600,000	\$24,000,000 <i>est</i>

**adds new funding to current partially funded projects*

In the '17-'19 biennium RATA spending was 63% of that planned. Since many projects are currently advertised for construction, staff anticipates the spending will continue at ~60%, leaving the end of 2019 – 2021 RATA balance at \$21,000,000. The balance during the '21 – '23 biennium will likely increase as there are fewer projects programmed for construction during that time. The resulting balance at the end of the 2021 - 2023 biennium is anticipated to be about \$27,000,000. The balance will be less if the new 2R projects (\$20,000,000 CN), scheduled for '23 – '25 advance into the '21 – '23 biennium.

3. Effect of Over-obligation

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 another ~45,000,000 of funding in two years.



4. Funding new projects

After funding partially funded projects (currently short by \$31,000,000 - see attached), \$14,000,000 would remain for funding of new projects. CRABstaff would schedule construction reimbursements for new projects in the 2025 -2027 biennium, 4 to 5 years after approval. Projects will advance to an earlier reimbursement based on progress certified in RAP Online by the county engineer.

Project progress milestones certified by county engineer:

50% Design
90% Design
Permits
PS&E
Right of Way
Advertisement for Construction

5. Summary

The balance has increased from a low of \$14,000,000 in 2015 to ~\$19,500,000 currently. This should continue gradually since Connecting Washington funding adds \$4.8M 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 (especially 2R approved last April) 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.

6. Findings

- 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 ~\$46M per biennium.
- Most of the current projects were funded at the ~\$40M revenue level, and these two factors are slowing the draw on the balance.
- Over obligation encourages counties to move projects to construction, tending to suppress the RATA balance
- A lower minimum balance of \$5M in the RATA is acceptable due to legislative approval of the Emergency Loan Program in April, 2019. This new program will address emergency funding needs which were previously funded by the RAP.
- The RAP Online application, direct communication with the county engineer and RAP regional meetings ties reimbursement schedules closely to project progress allowing staff to closely monitor project activity and account balance.

7. Recommendation

Staff recommends a call for projects be issued by the CRABoard in January, 2020 for projects to be funded during the 2021 – 2023 funding period, with the first allocation to occur in the CRABboards' spring, 2021 meeting. A call for projects will require preliminary proposals be submitted to CRAB by March 1, 2020.

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.

RATA balance management history

- **1995 -** RATA balance \$41,000,000+:
 - CRABoard adopts dynamic project funding rules
 - Funds two biennia worth of projects and 2R/3R mini-program (\$106 M obligated)

- **2000 -** RATA balance \$15,000,000:
 - CRABoard places a moratorium on lapsing of county selected projects.
 - Retain withdrawn and under-run funds for use in future arrays
 - Maintain a minimum balance of \$12,000,000 for emergencies

- **2007-** RATA balance \$39,000,000:
 - Added \$18,450,548 of withdrawn funds back into previous and new 2007-2009 array
 - **Propose** adding \$8-\$12 million of withdrawn funds back into 2009-2011 array
 - Direct staff to program project expenditures at ~3X the revenue rate or higher.

- **2009-** RATA balance \$35,000,000 as of September 21:
 - Added \$15,225,036 of withdrawn funds back into previous and new 2009-2011 array
 - Staff continues to allow counties to program project expenditures at about 2-1/2 X the revenue rate.
 - Current obligation to active projects: \$144,047,691. To full funding of 2010 and 2011 partially funded projects: \$172,278,649.

- **2011-** RATA Balance \$22,000,000 as of September 26, 2011
 - Allocated \$22,000,000 in new project funding via supplemental appropriation and \$3,600,000 in turn-back funds in March 2010.
Current obligation to active projects: \$116,829,190. To full funding of 2010 and 2011 partially funded projects: \$133,484,174.

- **2013-** RATA Balance at \$18,000,000 as of September 1, 2013
 - Allocated \$42,000,000 to partial and new projects. Obligation to active projects at that time was \$110,363,208. Full funding of all projects raised obligation to \$129,900,000.

- **2015-** RATA Balance at \$14,200,000 in January, \$16,000,000 in August
 - Allocated \$40,000,000 to partial and new projects in April. Contracted obligation (Balance) to active projects was \$114,700,000. Full funding of partially funded projects would increase the obligation to \$133,000,000

- **2017-** RATA Balance at \$15,500,000 as of March, 2017
 - Since the balance had been steadily declining over the prior 8 years, the counties were restricted to submitting about half the usual request amount for the 2017 - 2019 array. (Example: NE region \$5,000,000 historical submittal limit was restricted to \$2,500,000). Staff anticipates the end of 2017 balance to be about 18,000,000.

- **2019-** RATA Balance at \$19,500,000 as of September, 2019
 - Current program level is at ~157,000,000 through 2026, the highest the RAP has experienced. At its April 2019 meeting, the CRABoard programmed reimbursements for slow moving projects out 3 to 4 years for construction, and new projects to commence CN in 2024. The 2019 – 2021 biennium still faces a solid \$72.5M payout which should continue to moderate the balance.

Potential for next biennium

- **2019-** Potential for additional allocation of \$45,000,000 in 2021-2023
 - Currently RAP projects are \$31M short of full funding. The remaining \$14,000,000 would fund new projects. This large obligation to new projects will require **close management of reimbursement schedules** to maintain a RATA balance no lower than \$5M. New features have been added to RAP Online so that reimbursement schedules can advance only as counties demonstrate/certify project progress, and the Grant Program Manager approves.



PREPROPOSAL STATEMENT OF INQUIRY

CR-101 (October 2017) (Implements RCW 34.05.310)

Do **NOT** use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: August 21, 2019

TIME: 9:19 AM

WSR 19-17-081

Agency: County Road Administration Board

Subject of possible rule making: Creating Chapter 136-500 WAC Emergency Loan Program (ELP)

Statutes authorizing the agency to adopt rules on this subject: 36.78

Reasons why rules on this subject may be needed and what they might accomplish: The goal of this new program is to provide financial assistance to counties during a disaster

Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies:

Process for developing new rule (check all that apply):

- Negotiated rule making
- Pilot rule making
- Agency study
- Other (describe) Comments received will be presented to the CRABoard at their October 24-25, 2019 quarterly meeting.

Interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication by contacting:

	(If necessary)
Name: Karen Pendleton	Name:
Address: 2404 Chandler Court SW, Ste 240, Olympia, WA 98504-0913	Address:
Phone: 360 753-5989	Phone:
Fax:	Fax:
TTY:	TTY:
Email: karen@crab.wa.gov	Email:
Web site: www.crab.wa.gov	Web site:
Other:	Other:

Additional comments:

Date: August 21, 2019

Name: John Koster

Title: Executive Director

Signature:

**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.



PREPROPOSAL STATEMENT OF INQUIRY

CR-101 (October 2017) (Implements RCW 34.05.310)

Do **NOT** use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: August 21, 2019

TIME: 9:21 AM

WSR 19-17-082

Agency: County Road Administration Board

Subject of possible rule making: Amendments to WAC 136-163 Allocation of RATA Funds to Projects

Statutes authorizing the agency to adopt rules on this subject: 36.78

Reasons why rules on this subject may be needed and what they might accomplish: This proposed amendment to WAC 136-164 will eliminate the definition of "emergency project" from the Rural Arterial Program. Emergency Projects will be addressed in the new WAC 136-500 Emergency Loan Program (ELP).

Identify other federal and state agencies that regulate this subject and the process coordinating the rule with these agencies:

Process for developing new rule (check all that apply):

Negotiated rule making

Pilot rule making

Agency study

Other (describe) Comments received will be presented to the CRABoard at their October 24-25, 2019 quarterly meeting.

Interested parties can participate in the decision to adopt the new rule and formulation of the proposed rule before publication by contacting:

Name: Karen Pendleton	(If necessary) Name:
Address: 2404 Chandler Court SW, Ste 240, Olympia, WA 98504-0913	Address:
Phone: 360 753-5989	Phone:
Fax:	Fax:
TTY:	TTY:
Email: karen@crab.wa.gov	Email:
Web site: www.crab.wa.gov	Web site:
Other:	Other:

Additional comments:

Date: August 21, 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. |

County Road Administration Board Agency Summary BITD as of September 2019

Fund 108 MVF Admin Operating

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,124,633	138,063	136,856	1,207	987,777
Employee Benefits	366,900	45,129	43,611	1,518	323,289
Travel	99,000	6,000	9,815	(3,815)	89,185
Capital Outlays	115,308	0	0	0	115,308
Grants, Benefits & Client Services	0	0	150	(150)	(150)
Goods and Services	1,097,159	101,309	85,598	15,711	1,011,561
Sum:	2,803,000	290,501	276,030	14,471	2,526,970

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	46,021	45,619	402	138,063	136,856	1,207
AA State Classified	26,728	26,254	474	80,184	78,761	1,423
AC State Exempt	19,293	19,365	(72)	57,879	58,095	(216)
Employee Benefits	15,043	14,569	474	45,129	43,611	1,518
BA Old Age and Survivors Insurance	2,853	2,749	104	8,559	8,247	312
BB Retirement and Pensions	5,918	5,867	51	17,754	17,600	154
BC Medical Aid & Industrial Insurance	350	173	177	1,050	518	532
BD Health, Life & Disability Insurance	5,071	5,071	0	15,213	15,118	95
BH Hospital Insurance (Medicare)	667	643	24	2,001	1,929	72
BK Paid Family and Medical Leave	184	67	117	552	199	353
Goods and Services	48,935	17,805	31,130	101,309	85,598	15,711
EA Supplies and Materials	975	38	937	2,925	724	2,201
EB Communications/Telecommunications	627	680	(53)	1,881	2,140	(259)
EC Utilities	1,023	2,850	(1,827)	3,069	4,391	(1,322)
ED Rentals and Leases - Land & Buildings	7,349	0	7,349	22,047	22,047	(0)
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	401	68	334	1,203	200	1,003
EG Employee Prof Dev & Training	0	0	0	0	3,616	(3,616)
EH Rental & Leases - Furn & Equipment	144	0	144	432	430	3
EJ Subscriptions	0	0	0	0	9	(9)
EK Facilities and Services	6,579	7,300	(721)	19,737	21,505	(1,768)
EL Data Processing Services (Interagency)	5,382	4,385	997	18,444	15,530	2,914
EM Attorney General Services	173	(1,000)	1,173	519	1,000	(481)
EN Personnel Services	2,243	3,327	(1,084)	6,729	10,565	(3,836)
EP Insurance	1,120	87	1,033	1,294	2,713	(1,419)
ER Other Contractual Services	22,919	0	22,919	22,919	419	22,500
ES Vehicle Maintenance & Operating Cst	0	(38)	38	0	0	0
ET Audit Services	0	0	0	0	0	0
EW Archives & Records Management Svcs	0	109	(109)	110	109	1
EY Software Licenses and Maintenance	0	0	0	0	202	(202)
EZ Other Goods and Services	0	0	0	0	0	0
Travel	2,000	1,226	774	6,000	9,815	(3,815)
GA In-State Subsistence & Lodging	1,000	0	1,000	3,000	4,150	(1,150)
GB In-State Air Transportation	0	0	0	0	151	(151)
GC Private Automobile Mileage	400	0	400	1,200	2,173	(973)

<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>
GD Other Travel Expenses	100	0	100	300	142	158
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	1,226	(726)	1,500	3,199	(1,699)
Capital Outlays	0	0	0	0	0	0
JA Noncapitalized Assets	0	0	0	0	0	0
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	111,999	79,218	32,781	290,501	276,030	14,471

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	128,571	134,516	(5,945)	920,045
Employee Benefits	346,415	42,324	39,233	3,091	307,182
Professional Service Contracts	0	0	121,375	(121,375)	(121,375)
Travel	30,360	1,800	2,375	(575)	27,985
Capital Outlays	17,721	0	0	0	17,721
Grants, Benefits & Client Services	0	0	46	(46)	(46)
Interagency Reimbursements	0	0	(192,320)	192,320	192,320
Goods and Services	227,943	16,581	9,291	7,290	218,652
Sum:	1,677,000	189,276	114,517	74,759	1,562,483

<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	42,857	38,892	3,965	128,571	134,516	(5,945)
AA State Classified	42,857	38,892	3,965	128,571	118,571	10,000
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	14,108	12,473	1,635	42,324	39,233	3,091
BA Old Age and Survivors Insurance	2,657	2,343	314	7,971	7,894	77
BB Retirement and Pensions	5,511	5,002	509	16,533	15,248	1,285
BC Medical Aid & Industrial Insurance	171	160	11	513	481	32
BD Health, Life & Disability Insurance	4,977	4,366	611	14,931	13,569	1,362
BH Hospital Insurance (Medicare)	621	548	73	1,863	1,846	17
BK Paid Family and Medical Leave	171	53	118	513	195	318
Professional Service Contracts	0	0	0	0	121,375	(121,375)
CA Management and Organizational Services	0	0	0	0	1,375	(1,375)
CD Computer/Information Services	0	0	0	0	120,000	(120,000)
Goods and Services	10,127	869	9,258	16,581	9,291	7,290
EA Supplies and Materials	299	(0)	299	897	466	431
EB Communications/Telecommunications	193	174	19	579	513	66
EC Utilities	314	874	(560)	942	1,347	(405)
ED Rentals and Leases - Land & Buildings	2,254	0	2,254	6,762	6,761	1
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	123	21	102	369	61	308
EG Employee Prof Dev & Training	0	0	0	0	138	(138)
EH Rental & Leases - Furn & Equipment	44	0	44	132	130	2

<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>
EJ Subscriptions	0	0	0	0	3	(3)
ER Other Contractual Services	6,900	0	6,900	6,900	0	6,900
ES Vehicle Maintenance & Operating Cst	0	(12)	12	0	0	0
EY Software Licenses and Maintenance	0	0	0	0	62	(62)
EZ Other Goods and Services	0	(188)	188	0	(188)	188
Travel	600	620	(20)	1,800	2,375	(575)
GA In-State Subsistence & Lodging	300	0	300	900	1,254	(354)
GB In-State Air Transportation	0	0	0	0	46	(46)
GC Private Automobile Mileage	100	0	100	300	401	(101)
GD Other Travel Expenses	50	39	11	150	93	57
GF Out-of-State Subsistence & Lodging	0	580	(580)	0	580	(580)
GG Out-of-State Air Transportation	0	0	0	0	0	0
GN Motor Pool Services	150	0	150	450	0	450
Capital Outlays	0	0	0	0	0	0
JA Noncapitalized Assets	0	0	0	0	0	0
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	(70,690)	70,690	0	(192,320)	192,320
SC Professional Service Contracts	0	(35,625)	35,625	0	(157,000)	157,000
SE Goods and Services	0	(29,118)	29,118	0	(29,374)	29,374
SJ Capital Outlays	0	(5,947)	5,947	0	(5,947)	5,947
Total Dollars	67,692	(17,837)	85,529	189,276	114,517	74,759

Fund 102 RATA Operating

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	842,270	103,356	107,073	(3,717)	735,197
Employee Benefits	279,824	34,140	32,776	1,364	247,048
Travel	2,640	210	1,275	(1,065)	1,365
Grants, Benefits & Client Services	0	0	4	(4)	(4)
Goods and Services	12,266	1,649	802	847	11,464
Sum:	1,137,000	139,355	141,930	(2,575)	995,070

<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	34,452	32,490	1,962	103,356	107,073	(3,717)
AA State Classified	34,452	32,490	1,962	103,356	98,487	4,869
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	11,380	10,495	885	34,140	32,776	1,364
BA Old Age and Survivors Insurance	2,136	1,969	167	6,408	6,372	36
BB Retirement and Pensions	4,430	4,178	252	13,290	12,665	625
BC Medical Aid & Industrial Insurance	138	133	5	414	398	16
BD Health, Life & Disability Insurance	4,038	3,709	329	12,114	11,691	423
BH Hospital Insurance (Medicare)	500	460	40	1,500	1,490	10
BK Paid Family and Medical Leave	138	46	92	414	160	254
Goods and Services	1,083	92	991	1,649	802	847
EA Supplies and Materials	26	(0)	26	78	18	60

<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>
EB Communications/Telecommunications	17	15	2	51	45	6
EC Utilities	27	76	(49)	81	117	(36)
ED Rentals and Leases - Land & Buildings	196	0	196	588	588	0
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	11	2	9	33	5	28
EG Employee Prof Dev & Training	200	0	200	200	12	188
EH Rental & Leases - Furn & Equipment	4	0	4	12	11	1
EJ Subscriptions	0	0	0	0	0	(0)
ER Other Contractual Services	600	0	600	600	0	600
ES Vehicle Maintenance & Operating Cst	0	(1)	1	0	0	0
EY Software Licenses and Maintenance	0	0	0	0	5	(5)
EZ Other Goods and Services	2	0	2	6	0	6
Travel	70	0	70	210	1,275	(1,065)
GA In-State Subsistence & Lodging	50	0	50	150	849	(699)
GB In-State Air Transportation	0	0	0	0	4	(4)
GC Private Automobile Mileage	10	0	10	30	384	(354)
GD Other Travel Expenses	0	0	(0)	0	38	(38)
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	10	0	10	30	0	30
Grants, Benefits & Client Services	0	0	0	0	4	(4)
NZ Other Grants and Benefits	0	0	0	0	4	(4)
Total Dollars	46,985	43,077	3,908	139,355	141,930	(2,575)

Fund 102 RATA Capital Grants

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Grants, Benefits & Client Services	65,996,000	11,630,000	7,074,654	4,555,346	58,921,346
Sum:	65,996,000	11,630,000	7,074,654	4,555,346	58,921,346

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	5,340,000	2,812,707	2,527,293	11,630,000	7,074,654	4,555,346
NZ Other Grants and Benefits	5,340,000	2,812,707	2,527,293	11,630,000	7,074,654	4,555,346
Total Dollars	5,340,000	2,812,707	2,527,293	11,630,000	7,074,654	4,555,346

<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>
Fund 108 MVF Capital Grants						

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

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	0	0	0	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

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Grants, Benefits & Client Services	39,590,000	6,010,000	5,463,380	546,620	34,126,620
Sum:	39,590,000	6,010,000	5,463,380	546,620	34,126,620

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	1,450,000	1,282,185	167,815	6,010,000	5,463,380	546,620
NZ Other Grants and Benefits	1,450,000	1,282,185	167,815	6,010,000	5,463,380	546,620
Total Dollars	1,450,000	1,282,185	167,815	6,010,000	5,463,380	546,620

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

Category	FY20	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	Allotments	FM 03 Sep-2019	FM 4 Oct-2019	FM 5 Nov-2019	FM 6 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	378,445	113,251	123,665	123,665	123,965	123,965	123,965	124,165	124,165	124,165	1,483,416	384	
Employee Benefits	487,191	115,620	36,805	41,311	41,311	41,311	41,311	41,311	41,311	41,311	41,311	482,913	4,278	
Professional Service Contracts	-	121,375	-	-	-	-	-	-	-	-	-	482,913	4,278	
Goods and Other Services	669,748	95,692	55,200	78,915	55,915	60,700	71,165	55,915	60,700	55,715	85,875	675,792	(6,044)	
Travel	66,000	13,466	2,670	2,160	2,160	9,580	2,700	2,610	25,140	1,320	4,001	65,807	193	
Capital Outlays	65,261	-	-	-	-	-	-	-	-	-	65,261	65,261	0	
Grants	54,088,000	13,266,134	7,060,000	5,430,000	3,840,000	3,320,000	2,600,000	3,280,000	3,320,000	2,590,000	9,382,066	54,088,200	(200)	
Sum without Grants:	2,772,000	724,597	207,926	246,051	223,051	235,556	239,141	223,801	251,316	222,511	320,613	56,790,443	69,557	
Category														
Salaries and Wages	1,483,800	378,445	113,251	123,665	123,665	123,965	123,965	123,965	124,165	124,165	124,165	1,483,416	384	
AA State Classified	1,252,284	295,819	93,886	104,300	104,300	104,600	104,600	104,600	104,800	104,800	104,800	1,226,505	25,780	
AC State Exempt	231,516	58,095	19,365	19,365	19,365	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	115,620	36,805	41,311	41,311	41,311	41,311	41,311	41,311	41,311	41,311	482,913	4,278	
BA Old Age and Survivors Insurance	91,986	22,514	6,837	8,616	8,616	8,616	8,616	8,616	8,616	8,616	8,616	98,279	(6,293)	
BB Retirement and Pensions	190,818	45,513	14,564	15,903	15,903	15,903	15,903	15,903	15,903	15,903	15,903	187,301	3,517	
BC Medical Aid & Industrial Insurance	7,908	1,397	449	482	482	482	482	482	482	482	482	5,702	2,206	
BD Health, Life & Disability Insurance	169,032	40,377	13,146	14,085	14,085	14,085	14,085	14,085	14,085	14,085	14,085	166,203	2,829	
BH Hospital Insurance (Medicare)	21,516	5,265	1,599	2,015	2,015	2,015	2,015	2,015	2,015	2,015	2,015	22,984	(1,468)	
BK Paid Family and Medical Leave	5,931	554	210	210	210	210	210	210	210	210	210	2,444	3,487	
Professional Service Contracts	-	121,375	-	-	-	-	-	-	-	-	-	121,375	(121,375)	
CA Professional Service Contracts	-	121,375	-	-	-	-	-	-	-	-	-	121,375	(121,375)	
Goods and Other Services	669,748	95,692	55,200	78,915	55,915	60,700	71,165	55,915	60,700	55,715	85,875	675,792	(6,044)	
EA Supplies and Materials	15,600	1,207	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	1,300	12,907	2,693	
EB Communications/Telecommunications	10,020	2,697	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	1,084	12,453	(2,433)	CTS Services \$355/mo
EC Utilities	16,360	5,855	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	1,364	18,131	(1,771)	Verizon US Bank \$729/mo
ED Rentals and Leases - Land & Buildings	117,584	29,396	9,799	9,799	9,799	9,799	9,799	9,799	9,799	9,799	9,799	117,587	(3)	Elman Utilities
EE Repairs, Alterations & Maintenance	3,395	-	-	-	-	-	-	-	-	-	3,395	3,395	0	Elman Rent - August had September charged during the month
EF Printing and Reproduction	6,420	267	100	100	100	100	100	100	100	100	100	1,167	5,253	Move Space Alterations
EG Employee Prof Dev & Training	40,000	3,766	13,000	-	200	-	13,000	200	-	-	13,400	43,566	(3,566)	Sharp \$100/mo
EH Rental & Leases - Furn & Equipment	4,311	571	186	186	186	186	186	186	186	186	186	2,245	2,066	Sharp \$186/mo - August had September charged during the month
EJ Subscriptions	2,900	12	-	-	-	-	-	-	-	-	2,888	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	21,505	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	7,032	84,793	(5,842)	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	15,530	6,758	4,386	4,386	6,758	4,386	4,386	6,758	4,386	4,386	62,120	11,656	CTS Allocations \$4,333/mo DES Info Sys \$53/mo OFM Core Fin \$254/qtr
EM Attorney General Services	2,078	1,000	-	-	-	-	-	-	-	-	78	1,078	1,000	OFM Enterprise Sys \$2,118/qtr

Category	FY20	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Notes
	Allotments	FM 03 Sep-2019	FM 4 Oct-2019	FM 5 Nov-2019	FM 6 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		
EN Personnel Services	26,911	10,565	3,912	3,327	3,327	3,912	3,327	3,327	3,912	3,327	3,327	42,263	(15,352)	DES Training \$3,327/mo	
EP Insurance	2,075	2,713	87	87	87	87	87	87	87	87	87	3,496	(1,421)	OFM Personnel \$585/qtr	
ER Other Contractual Services	31,675	419	10,419	20,000		419			419			31,676	(1)	Move costs \$30K	
ES Vehicle Maintenance	5,000	-	50	2,050	50	50	2,500	50	50	50	50	4,900	100	OFM Central Service \$419/qtr	
ET Audit Services	10,399	-									10,399	10,399	0		
EW Archives & Records Management Svcs	434	109	109			109			109			436	(2)		
EY Software Licenses and Maintenance	217,659	269		27,000	27,000	27,000	27,000	27,000	27,000	27,000	27,000	216,269	1,390		
EZ Other Goods and Services	4,200	(188)		1,200		1,500			1,500			4,012	188		
Travel	66,000	13,466	2,670	2,160	2,160	9,580	2,700	2,610	25,140	1,320	4,001	65,807	193		
GA In-State Subsistence & Lodging	30,000	6,253	1,350	1,350	1,350	1,350	1,350	1,300	13,500		2,100	29,903	97		
GB In-State Air Transportation	-	202										202	(202)		
GC Private Automobile Mileage	8,000	2,959	510				510	500	2,360	510	550	7,899	101		
GD Other Travel Expenses	3,000	273	150	150	150	150	150	150	1,180	150	300	2,803	197		
GF Out-of-State Subsistence & Lodging	6,000	580				5,420						6,000	(0)		
GG Out-of-State Air Transportation	2,000	-				2,000						2,000	0		
GN Motor Pool Services	17,000	3,199	660	660	660	660	690	660	8,100	660	1,051	17,000	0		
Capital Outlays	65,261	-	-	-	-	-	-	-	-	-	-	65,261	65,261	0	
JA Noncapitalized Assets	56,657	-										56,657	0		
JB Noncapitalized Software	8,604	-										8,604	0		
Interagency Reimbursements	-	(192,320)	-	-	-	-	-	-	-	-	-	(192,320)	192,320		
SC Professional Service Contracts	-	(157,000)										(157,000)	157,000		
SE Goods and Services	-	(29,374)										(29,374)	29,374		
SJ Capital Outlays	-	(5,947)										(5,947)	5,947		
Grants	54,088,000	13,266,134	7,060,000	5,430,000	3,840,000	3,320,000	2,600,000	3,280,000	3,320,000	2,590,000	9,382,066	54,088,200	(200)		
NZ Grants RATA 102	33,080,000	7,074,654	5,100,000	4,200,000	2,610,000	1,360,000	1,360,000	2,050,000	1,360,000	1,360,000	6,605,346	33,080,000	(0)		
NZ Grants MVF 108	728,000	727,900									100	728,000	0		
NZ Grants CAPA 186	20,280,000	5,463,380	1,960,000	1,230,000	1,230,000	1,960,000	1,240,000	1,230,000	1,960,000	1,230,000	2,776,620	20,280,000	0		
NZ Grants Employee Benefits	-	200										200	(200)		
Total Dollars	56,860,000	13,798,411	7,267,926	5,676,051	4,063,051	3,555,556	2,839,141	3,503,801	3,571,316	2,812,511	9,702,679	56,790,443	69,557		



September 16, 2019

Office of Financial Management
Budget Office

The County Road Administration is pleased to submit their 2019-21 Supplemental Biennial Budget request.

If you have questions, please contact either myself or Karen Pendleton at 360.753.5989.

Sincerely,

A handwritten signature in black ink that reads "John M. Koster". The signature is written in a cursive style with a large initial "J" and "K".

John Koster
Executive Director

2019-21 Biennial Budget Decision Package

Agency: 406 County Road Administration Board

DP code/title: Centralize IT Systems, Services and Security

Budget period: 2019-21

Budget level: ML or PL

Agency RecSum text: This decision package provides funding for the County Road Administration Board to pay to move services to a private cloud.

Fiscal detail:

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 108	\$24,000	\$36,000	\$48,000	\$48,000
	\$	\$	\$	\$
Total Expenditures	\$	\$	\$	\$
Biennial Totals	\$60,000		\$96,000	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	0	0	0	0
Average Annual	0		0	
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. X	\$	\$	\$	\$
Obj. X	\$	\$	\$	\$
Obj. X	\$	\$	\$	\$
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
Fund AAA-X	\$	\$	\$	\$
Fund BBB-X	\$	\$	\$	\$
Total Revenue	\$	\$	\$	\$
Biennial Totals	\$60,000		\$96,000	

Package description

What is the problem, opportunity or priority you are addressing with the request?

The funding requested in this decision package is to pay for costs required for CRAB's migration to the WaTech Private Cloud.

In compliance with OCIO policy 184, these expenditures are in addition to what CRAB received in their original decision package request.

What is your proposed solution?

Migrate onsite servers that are non-compliant to OCIO policy 184 to the WaTech Private Cloud.

What are you purchasing and how does it solve the problem?

We are allocating funds to pay for processor and memory use in addition to long-term storage for the servers through WaTech.

What alternatives did you explore and why was this option chosen?

Plan a: Move a clone version of hardware to downtown and keep a working copy onsite. This would not have been a compliant system with OCIO policy 184.

Plan b: Moving our current system downtown in addition to the rental fee with our current replacement strategy would have exceeded the cost of our current plan.

Plan c: Migrate to the public cloud via Microsoft Azure, Amazon Web Services, and Google Compute Engine. This was not considered as all major services charge an egress of data fee.

Plan d: Migrate to WaTech cloud. No egress charge. Inside the state network provides services that we already pay for. – Selected Alternative

Assumptions and calculations

Expansion or alteration of a current program or service

Current plan needs altering as we budgeted only 1k a month. We also need to budget for the moving from capital computing costs to operational.

Detailed assumptions and calculations

Server	Purpose	Cores	RAM	Current Storage Size
Crabdc1	Domain	4	8	150
Crabdc2	Failover DC	4	8	80
CrabDev2	Development	4	8	1024
				224.00
crab-gis	Main GIS	4	16	GB
crab-gis2	Secondary GIS	4	16	120
Crab-it	IT tools like Windows update and anitvirus control	4	8	500
Crab-RootCA	root ca to be turned off majority of time.	4	8	128
CramMX	Email Server	4	16	350
CrabRDS	Remote Desktop Server	4	8	128
CrabSQL-1	SQL Database	4	32	896.2
Crabweb	Web Server	4	12	350
	Sum	1892	1260	395.02
		Per core max at \$43 each	Per GB RAM max at \$9 each	Per GB max at \$0.10 each
	Where		Total Monthly	3547.02

Workforce assumptions

No additional workforces needed. WaTech provides support for Private Cloud.

Strategic and performance outcomes

Strategic framework

This would relocate all servers in need of compliancy offsite, maintaining confidentiality, integrity of data, and availability in the Wa State environment adding the man-power and security WaTech brings with them.

Performance outcomes

CRAB expects to maintain a 99.999% uptime of Agency IT services/resources offered to internal and external stakeholders with a move to the WaTech Private Cloud.

Other collateral connections

Intergovernmental

N/A

Stakeholder response

N/A

Legal or administrative mandates

N/A

Changes from current law

N/A

State workforce impacts

N/A

State facilities impacts

N/A

Puget Sound recovery

N/A

Other supporting materials

N/A

Information technology (IT)

Information Technology

Does this DP include funding for any IT-related costs, including hardware, software (including cloud-based services), contracts or IT staff?

No

Yes

Please download the [IT-addendum](#) and follow the directions on the bottom of the addendum to meet requirements for OCIO review. After completing the IT addendum, please upload the document to continue.

2019-21 Biennial Budget Decision Package

Agency: 406 – County Road Administration Board

DP code/title: Retirement Buyout Costs

Budget period: 2019-21

Budget level: ML or PL

Agency RecSum text:

Fiscal detail:

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 108-1	\$52,924	\$	\$	\$
	\$	\$	\$	\$
Total Expenditures	\$52,924	\$	\$	\$
Biennial Totals		\$		\$
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs				
Average Annual				
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. X	\$	\$	\$	\$
Obj. X	\$	\$	\$	\$
Obj. X	\$	\$	\$	\$
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
Fund AAA-X	\$	\$	\$	\$
Fund BBB-X	\$	\$	\$	\$
Total Revenue	\$	\$	\$	\$
Biennial Totals				\$

Package description

The County Road Administration Board (CRAB) had one employee unexpectedly retire on August 1, 2019 and CRAB paid his annual and sick leave buyouts in the amount of \$26,407.00. CRAB will also pay for annual and sick leave buyouts in the amount of \$26,517.00 in June of 2020 when the Deputy Director retires.

CRAB is a small agency with limited resources for administrative costs. Additional funding to pay for these annual and sick leave buyouts will help the agency to provide the services its constituents need and expect.

Failure to provide funding for these expenditures will severely restrict the agency's ability to carry out its mission and mandates and CRAB will have to look for cuts in critical mission services.

Assumptions and calculations

Expansion or alteration of a current program or service

Detailed assumptions and calculations

Design Systems Engineer retirement buyout effective August 1, 2019 cost to CRAB equaled \$26,407.47. Deputy Director retirement buyout effective June 30, 2020 cost to CRAB will equal \$26,517.00.

Workforce assumptions

Strategic and performance outcomes

Strategic framework

Non-funding of this package will leave the agency limited administrative funds to implement strategies identified in the agency's strategic plan.

Performance outcomes

Failure to provide funding for these expenditures will severely restrict the agency's ability to carry out its mission and mandates and CRAB will have to look for cuts in critical mission services.

Other collateral connections

Intergovernmental

N/A

Stakeholder response

N/A

Legal or administrative mandates

N/A

Changes from current law

N/A

State workforce impacts

N/A

State facilities impacts

N/A

Puget Sound recovery

N/A

Other supporting materials

N/A

Information technology (IT)

Information Technology

Does this DP include funding for any IT-related costs, including hardware, software (including cloud-based services), contracts or IT staff?

No

Yes

Please download the [IT-addendum](#) and follow the directions on the bottom of the addendum to meet requirements for OCIO review. After completing the IT addendum, please upload the document to continue.

2019-21 Biennial Budget Decision Package

Agency: 406 – County Road Administration Board

DP code/title: Succession Planning

Budget period: 2019-21

Budget level: ML or PL

Agency RecSum text: Succession Planning

Fiscal detail:

Operating Expenditures	FY 2020	FY 2021	FY 2022	FY 2023
Fund 108	\$91,632	\$103,118	\$	\$
	\$	\$	\$	\$
Total Expenditures	\$91,632	\$103,118	\$	\$
Biennial Totals	\$194,750		\$	
Staffing	FY 2020	FY 2021	FY 2022	FY 2023
FTEs	2	2		
Average Annual				
Object of Expenditure	FY 2020	FY 2021	FY 2022	FY 2023
Obj. X	\$	\$	\$	\$
Obj. X	\$	\$	\$	\$
Obj. X	\$	\$	\$	\$
Revenue	FY 2020	FY 2021	FY 2022	FY 2023
Fund AAA-X	\$	\$	\$	\$
Fund BBB-X	\$	\$	\$	\$
Total Revenue	\$	\$	\$	\$
Biennial Totals	\$		\$	

Package description

The County Road Administration Board (CRAB) have two employees that have announced they will retire in the 2019-2021 budget period. As recommended in the Joint Transportation Committee “Efficiencies in the Delivery of Transportation Funding & Services to Local Governments”, page 70 recommendation 26, CRAB is planning for succession expenses for these two positions.

CRAB is a small agency with limited resources for administrative costs. Additional funding to pay for these double-filled position salaries will ensure that the agency’s services to the counties will continue.

What is your proposed solution?

CRAB will double-fill WMS02 Grant Program Manager position effective January 1, 2020 for one year and double-fill Application Development/Journey (Web and Training Strategist) position effective May 1, 2020 for six months.

What are you purchasing and how does it solve the problem?

What alternatives did you explore and why was this option chosen?

N/A

Assumptions and calculations

Expansion or alteration of a current program or service

Detailed assumptions and calculations

WMS2 Grant Program Manager position manages the Rural Arterial Program, a 66 million dollar a biennium grant program and the County Arterial Preservation Program, a 40 million dollar a biennium grant program. It is critical that this position is double-filled for a year to become abreast of a full project funding cycle.

Application Development/Journey (Web and Training Strategist) position manages CRAB’s website and will conduct training to the counties on Agency reporting and transportation asset management applications. It is critical that this position is double-filled for six months to become well informed of the website maintenance activities and to be trained on CRAB’s unique software training programs. This training is critical to the reporting of county road assets for the distribution of the county portion of the State Motor Vehicle Fuel Tax.

Workforce assumptions

Strategic and performance outcomes

Strategic framework

Non-funding of this package will leave the agency limited administrative funds to implement strategies identified in the agency's strategic plan.

Performance outcomes

Failure to provide funding for these expenditures will severely restrict the agency's ability to carry out its mission and mandates and CRAB will have to look for cuts in critical mission services.

Other collateral connections

Intergovernmental

N/A

Stakeholder response

N/A

Legal or administrative mandates

N/A

Changes from current law

N/A

State workforce impacts

N/A

State facilities impacts

N/A

Puget Sound recovery

N/A

Other supporting materials

Information technology (IT)

Information Technology

Does this DP include funding for any IT-related costs, including hardware, software (including cloud-based services), contracts or IT staff?

No

Yes

Please download the [IT-addendum](#) and follow the directions on the bottom of the addendum to meet requirements for OCIO review. After completing the IT addendum, please upload the document to continue.

2020 CRABoard Meeting Schedule

(proposed)

January 30-31, 2020	CRAB Office, Olympia
April 29-30, 2020 (Wed-Thurs) OR April 16-17, 2020	CRAB Office, Olympia
July 30-31, 2020	CRAB Office, Olympia
October 29-30, 2020	CRAB Office, Olympia

- **January 23-24 – TIB
 - **January 23-24 – Transportation Commission
 - January 24 – FMSIB
 - February 5-7 – Professional Development
 - **April 14 – Transportation Commission
 - April 19-23 – NACE Annual Conference, Wichita, Kansas
 - July 12-15 – NACO Annual Conference, Las Vegas
 - **July 14-15 – Transportation Commission
 - July 15-19 – Lakefair
 - **October 13-14 – Transportation Commission
- **Best guess based on prior years' scheduling

*All meetings are scheduled to begin at 1:00 pm the first day
and to reconvene at 8:30 am the second day*

[County Name] County Annual Certification For Calendar Year 2019

WAC 136-04

MANAGEMENT AND ADMINISTRATION

- A.** During **2019** the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030.
-
- B.** At any time during **2019** was there a vacancy/change in the position of County Engineer? If so, were the procedures in WAC 136-12 followed?
-
- C.** The processing of County Road Accident Reports during **2019** complied with WAC 136-28.
-
- D.** Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in **2019** per WAC 136-14-020.
-
- E.** As of December 31, **2019** the management of the county road department was in accordance with policies set by the county legislative authority including, but not limited to, the following specific policies required by WAC 136-50-050:

*Has your agency sent the most recently adopted version to CRAB WAC 136-50-051?

POLICY	WAC	DATE OF CURRENT VERSION
Re: Organization	136-50-051	
Re: Personnel Practices	136-50-052	
Re: Complaint Handling	136-50-053	
Re: Work for Others	136-50-054	
Re: Utility Accommodation	136-50-055	
Re: Priority Programming	136-14-030	

F. The following were submitted to CRAB in a timely manner:

DOCUMENT	WAC	DUE DATE	DATE OF ADOPTION / PREPARATION	DATE SENT TO CRAB
'19 Six-Year Program	136-15-050	31-DEC-18		
'19 Annual Construction Program	136-16-040	31-DEC-18		
'19 CAPP Program	136-300-060	31-DEC-18		
'19 Road Fund Budget		31-DEC-18		
'19 Maintenance Management Work Plan & Budget	136-11-040	31-DEC-18		
'19 Road Levy	136-150-021	01-FEB-19		
'18 Certification of Road Fund Exp. For Traffic Law Enforcement	136-150-022	01-APR-19		
'18 Engineer's Certification of Fish Barrier Removal Costs	136-150-023	01-APR-19		
'18 Certification of Road Fund Exp. for Marine Navigation and Moorage	136-150-025	01-APR-19		
'18 Annual Construction Report	136-16-050	01-APR-19		
'18 CAPP Report	136-300-090	01-APR-19		
'18 Maintenance Management Certification	136-11-050	01-APR-19		
'18 Annual Certification	136-04-030	01-APR-19		
'18 Road Log Update	136-60-030	01-MAY-19		
'19 PMS Certification for CAPA Eligibility	136-70-070	31-DEC-19		

G. Projects to which construction expenditures were charged were all on the originally adopted **2019** Annual Program or as amended per WAC 136-16-042 - Attach Amendments. (If No, please attach a brief explanation.)

H. The County's construction by county forces limit for **2019** computed in accordance with RCW 36.77.065: \$[computed]

I. The actual expenditure for construction by county forces as reported in the **2019** Annual Const. Report:

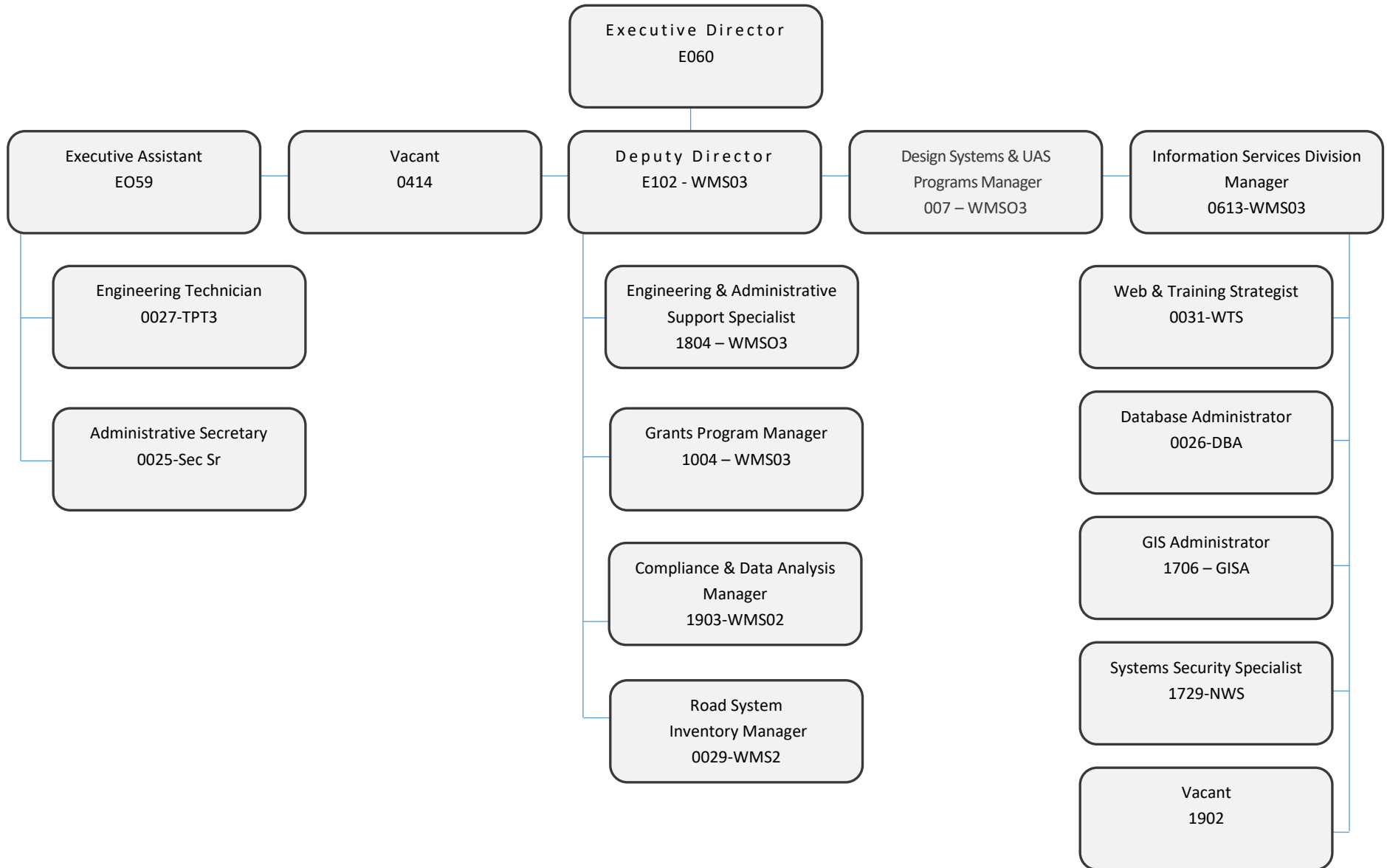
J. As required by WAC 136-20-060, a written Bridge and Inspection Report for **2019** was furnished to the legislative authority on (attach a copy):

of NBI Bridges as of December 31, **2019**:

COUNTY ROAD ADMINISTRATION BOARD

6 County Commissioners / Council Members & 3 County Engineers

Organization Chart



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

A. County Engineer Changes since July 2019

There were no reported vacancies/changes in County Engineers for this quarter.

B. County Visits completed since July 2019

- Okanogan County
- Lincoln County
- Spokane County
- Pend Oreille County
- Asotin County
- Whitman County
- Ferry County
- Stevens County
- Kitsap County

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

C. County Audit Reports reviewed since July 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 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 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	San Juan 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							

D. Other Activities and Visits since July 2019

25-26 July	CRABoard Meeting	CRAB Office
1 August	Okanogan County Visit	Okanogan
1 August	Lincoln County Visit	Davenport
6 August	Spokane County Visit	Spokane
6 August	Pend Oreille County Visit	Newport
7 August	Asotin County Visit	Asotin
7 August	Whitman County Visit	Colfax
8 August	Ferry County Visit	Republic
8 August	Stevens County Visit	Colville
15 August	Kitsap County Visit	Port Orchard
21 August	GIS-Mo Demo for WSDoT and DNR	CRAB Office
22 August	GIS-Mo Video Meeting	CRAB Office
22 August	FHWA Webinar: Culverts Repairs	CRAB Office
28 August	Engineering Staff Meeting	CRAB Office
4 September	CRAB Staff Meeting	CRAB Office
5 September	RAP Training	CRAB Office
10 September	MVFT Issues Review with Jane Wall	CRAB Office
11 September	Bridge Seismic Screening Tool w/ Kirk Holmes	CRAB Office
13 September	Trans Performance Standards w/ Paul Parker	CRAB Office
16-19 September	GIS-Mo Training with DTS	CRAB Office
23 September	GIS-Mo Exec Team Meeting	CRAB Office
24 September	CRAB Exec Team Meeting	CRAB Office
24 September	CRAB RAP Engineer Position Discussion	CRAB Office
25 September	CRABoard Agenda Meeting	CRAB Office
25 September	CRAB Staff Meeting – Emergency Prep. Exercise	CRAB Office
26 September	FHWA Thinlays Webinar	CRAB Office
30 September	GIS-Mo Configuration Contract Close-Out	CRAB Office
3 October	Local Programs Bridge Replacement Discussion	CRAB Office
8 October	NACE Member Services Teleconference	CRAB Office
9 October	GIS-Mo Engineering Training Session	CRAB Office
10 October	AASHTOWare Pavement ME Design Webinar	CRAB Office
10 October	GIS-Mo Executive Steering Committee Meeting	CRAB Office
11-19 October	Vacation	Eastern WA
21 October	Security System Equipment Move Walk Through	CRAB Office
22 October	Executive Team Meeting	CRAB Office
22 October	CRAB Quarterly Budget Meeting	CRAB Office
24-25 October	CRABoard Meeting	CRAB Office

ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – October 24-25, 2018

Reporting Period: August 2019 thru October 2019

COUNTY VISITS

None, phone/email contact only

COUNTY CONTACTS/CONSULTING

Total Contacts: 41

Number of: Counties: 17 for 26 Other Agencies: 14 Public: 1

COUNTY AUDITS – For Fiscal Year 2017

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

OFFICE OF THE COUNTY ENGINEER TRAINING

Updating content for the upcoming December training. Additional content on the responsibilities of the CE, leadership, Right-of-Way management, Fleet and inventory management, Risk management and Liability.

COUNTY ENGINEER DESK REFERENCE

No Activity

OTHER ACTIVITIES OF THE EASS

- MVFT discussion/training for Jane Wall-WSACE Managing Director
- Meeting with SAO regarding fair and equitable distribution of SAO annual audit costs
- Writing guidance document regarding fair and equitable distribution of SAO annual audit costs
- Local Agency Bridge Replacement discussion with Roman Peralta-HLP
- DNR public hearing on new WAC section regarding sealcoating MOU
- GisMo training for CRAB staff engineers
- PDC complaint response
- Disaster response staff refresher
- Mtg with DNR PLSO manager, 'county surveyor for recording' proposal

COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT

Prepared by Drew Woods, PE








CRABoard Meeting – October 25, 2019

Reporting Period: July 20, 2019 thru October 18, 2019

COMPLIANCE

STANDARDS OF GOOD PRACTICE:

On August 5, 2019, the CRAB Annual Reporting System (CARS) forms due December 31st went live. Forms 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

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

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

County Audits

From July 20, 2019 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. *Clallam County has revised their indirect cost allocation plan. The new plan has been reviewed by the State Auditor's Office (SAO) and has been found to be acceptable. The SAO has let Clallam County know that they will not be receiving a finding on their 2018 audit due to these efforts.*

CERTIFICATION

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

OTHER ACTIVITIES OF THE C&DA MANAGER

- 🌐 Transportation Research Board (TRB) Low Volume Road Conference
 - a. September 15 - 18 – Kalispell, MT
- 🌐 Local Road Bridge Management System
 - a. October 3 – CRAB Office
- 🌐 GIS-Mo Training:
 - a. October 9 – CRAB Training Room
- 🌐 Regional Road Maintenance Forum
 - a. October 10 – Pierce County
- 🌐 National Association of County Engineers:
 - a. Member Services Committee – October 8 (Conference Call)
 - b. Board Meeting – October 22 (Syracuse, NY – Telephonic)

October 2019 CRABoard Meeting Information Services Update



A. Ongoing Projects

a. GIS-Mo Project

- i. VUEWorks Configuration Contract Closeout September 25, 2019
- ii. \$43k under budget (6%) attributed to sales tax exemptions and limited QA
- iii. Go-Live Readiness Briefing scheduled December 10, 2019
- iv. First GIS-Mo training November 6-7, 2019 at CRAB

b. WATECH Migration Project

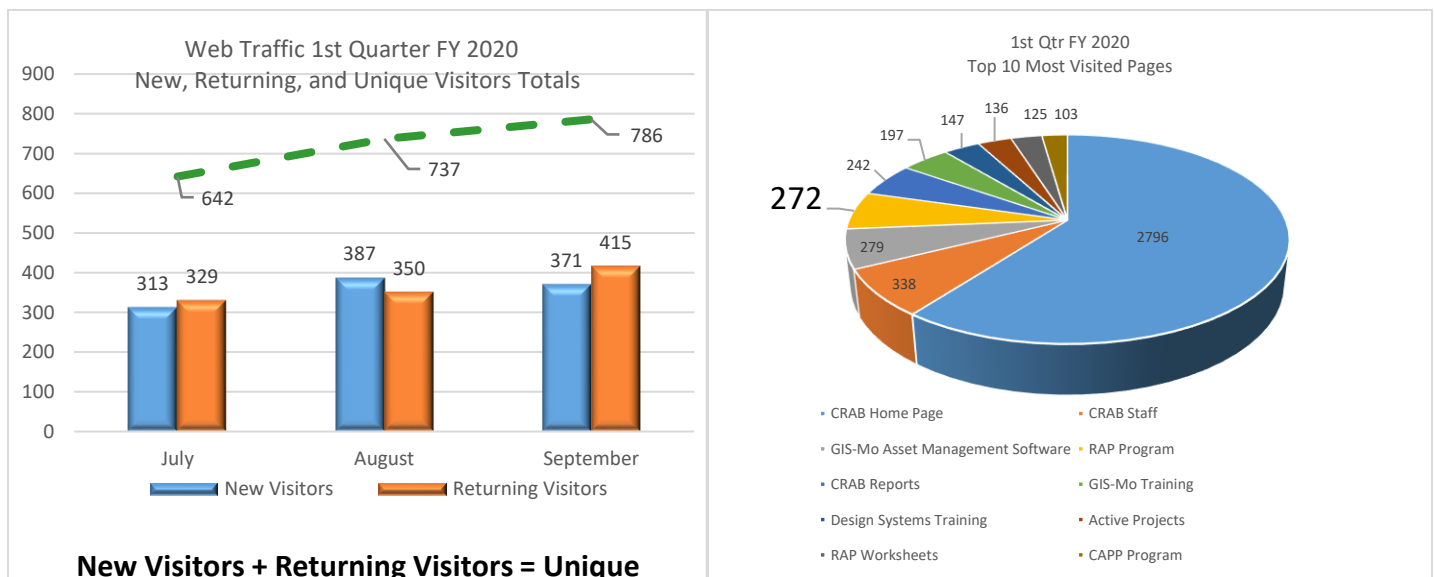
- i. Waiver through January 31, 2020 with expected completion date December 31, 2019
- ii. Complications in moving from one network to another further hindered by slow response times from WaTech
- iii. Supplemental budget request for private cloud operating costs

c. Physical Office Move

- i. Cabling to be completed October 31, 2019
- ii. New network circuit due to be installed no later than December 1, 2019
- iii. New circuit will allow servers to be moved as soon as network room upgrades complete and new phone system to be tested and ready for operation

d. CRAB Website Enhancement Project

- i. Content Management System (CMS)
 1. Staff evaluation complete, preparing for production
- ii. Site Analytics



Additional Information Services Activities Update

a. Administrative

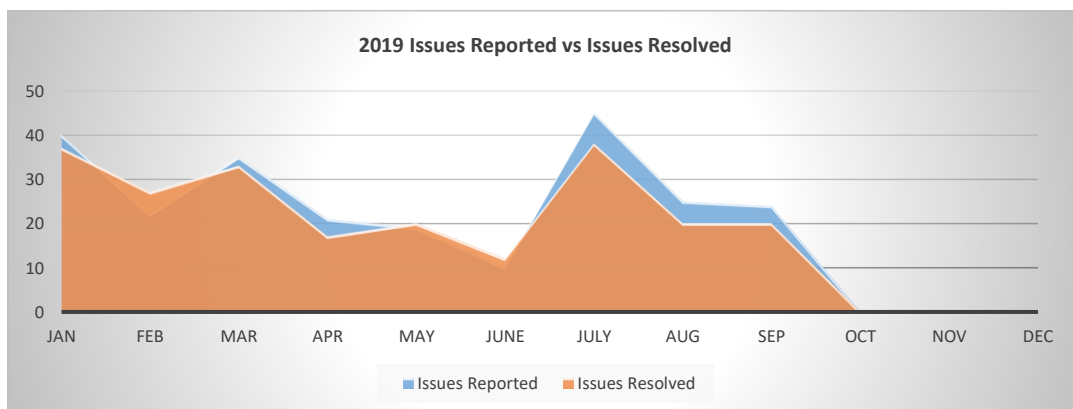
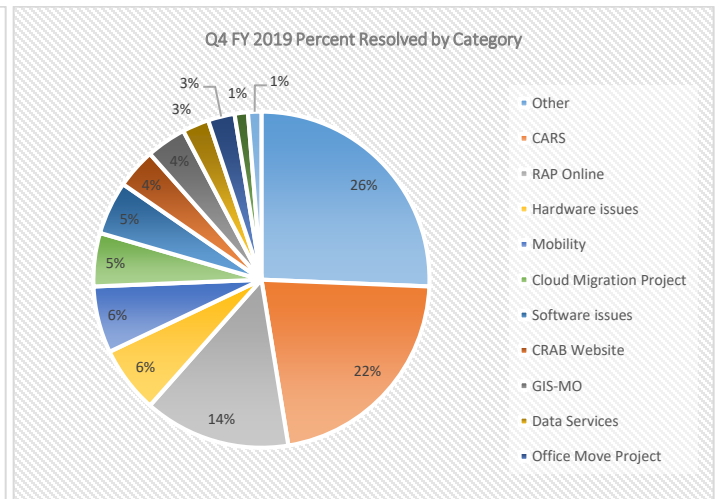
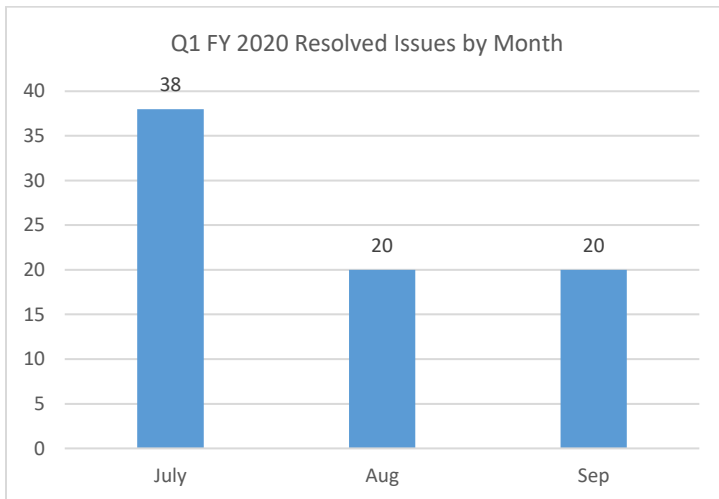
- i. IT Staff Professional Development
 - Scott completed Security+ Certification

b. System Security Update

- i. SSL certificate updated and applied
- ii. New sub domain created for applications: www.alt.crab.wa.gov
- iii. Lowered surface attack area of critical vulnerability
- iv. Windows critical updates performed
- v. Full server Anti-Virus sweeps

c. CRAB Customer Training and Support

- i. CRAB Customer Training
 - Adams, Greys Harbor, Kitsap, and Lewis Counties participated in 3 day GIS-Mo end-user training/beta
- ii. Stakeholder Engagement
 - Interoperability Workgroup
 - Meeting with various WSDOT Stakeholders
 - Thurston County
- iii. CRAB Customer Support
 - First Quarter, FY2020 – 94 issues reported across 13 categories; 78 issues resolved across 13 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
21	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