

CRABoard Meeting

April 13-14, 2023

CRAB Office

Olympia, WA



2404 Chandler Court SW, Suite 240
Olympia, WA 98502
360-753-5989
www.crab.wa.gov



AGENDA
 County Road Administration Board
 April 13-14, 2023
 CRAB Office - Olympia, Washington
 & Via Zoom

Thursday 1:00 pm

Call to Order

Page #'s

1 Chair's Report - Commissioner Rob Coffman

- A. Approve April 13-14, 2023 Agenda
- B. Approve Minutes of January 19-20, 2023 CRABoard Meeting
- C. Welcome Board Member - Art Swannack, County Commissioner
- D. Vice Chair - Nominations & Appointment

Action	Enclosure
Action	Enclosure
Info	Enclosure
Action	

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2 Public Comment Period

3 Grant & Loan Programs - Steve Johnson, PE

- A. Resolution **2023-002** Apportion RATA Revenues to Regions
- B. Consideration of Available Funds for Allocation ('21-'23 cycle)
- C. Resolution **2023-003** Allocate Estimated Revenue to Projects ('21-'23)
- D. Project Board Actions - **Construction Time Extensions**
 - i. Columbia County -- Project: Lower Hogeeye Road
 - ii. Cowlitz County -- Project: South Cloverdale Road
 - iii. Grays Harbor County -- Project: Garrard Creek Road

Action	Enclosure
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4 Special Presentation: Standards of Good Practice - Derek Pohle, PE

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5 Compliance Report - Derek Pohle, PE

Info	Enclosure
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6 Resolution 2023-004 Annual Certification - Jane Wall

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7 Executive Director's Report - Jane Wall

- A. CRABoard Positions
- B. WSACE Award Nominations
- C. Legislative and Other Updates

Info	Enclosure
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8 Deputy Director's Report - Drew Woods, PE

- A. Engineering Division Report
- B. Current Budget Status
- C. WAC Updates
 - i. WAC 136-03 Public Records
 - ii. Rural Arterial Program (RAP) changes
 - iii. Standards of Good Practice

Info	Enclosure
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RECESS

Thursday

5:00 pm Dinner at La Gitana Pizzeria

518 Capitol Way S, Olympia, WA

Friday 8:30 am

Call to Order

Public Comment Period

WSACE Report - Axel Swanson, Managing Director

Info	
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9 Strategic Plan Update - Jane Wall and Jacque Netzer
A. CRAB Strategy Map

Info	Enclosure

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10 IT Division Report - Eric Hagenlock

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Road Design Conference Update - Brian Bailey

Info	
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Possible Executive Session

ADJOURN

Chair's Signature: _____

Attest: _____

Minutes
County Road Administration Board
January 19 – 20, 2023
CRAB Office – Olympia
and Zoom participation

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
Lisa Janicki, Skagit County Commissioner, Vice-Chair
Lindsey Pollock, Lewis County Commissioner
Carolina Mejia, Thurston County Commissioner
Grant Morgan, PE, Garfield County Engineer, 2nd Vice Chair
Brad Peck, Franklin County Commissioner
Eric Pierson, PE, Chelan County Engineer
Al French, Spokane County Commissioner

Members Present: Doug McCormick, PE, Snohomish County Engineer
Via Zoom

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Eric Hagenlock, IT Director (acting)
Jason Bergquist, Executive Assistant
Jacque Netzer, Communications Director
Steve Johnson, PE, Grant Programs Manager
Derek Pohle, PE, Support, Training and Compliance Manager

Staff Present: Cameron Cole, GIS Manager
Via Zoom Liana Roberson, GIS Analyst
Brian Bailey, Design Systems & UAS Programs Manager
Mike Clark, Road System Inventory Manager

Guests: Tom Weller, Skagit County Asst County Engineer (1/19 only)
Forrest Jones, Skagit County Asst Public Works Director (1/19 only)
Axel Swanson, WSACE Managing Director (1/20 only)
Nicole Norvell, Ferry County Engineer (1/20 only)

Thursday, January 19, 2023

CALL TO ORDER

Chair Coffman called the meeting to order at 1:00 pm.

CHAIR'S REPORT

Approve Agenda for January 19 - 20, 2023 Meeting

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

Approve Minutes of October 27, 2022 CRABoard Meeting

Commissioner Pollock moved and Commissioner Peck seconded to approve the minutes of the October 27, 2022 CRABoard meeting. **Motion passed unanimously.**

Approve 2023 CRABoard Meeting Dates

Chair Coffman asked whether the remaining proposed dates for 2023 worked for all CRABoard members. As for locations, Kitsap County (Westside in July 2023) and Spokane County (Eastside in October 2023) were chosen. Commissioner Mejia asked that the April 13 Board Meeting start 30 mins later @1:30pm which was agreed upon. Commissioner Pollock moved, and Commissioner French seconded to set the 2023 meeting dates for April 13-14, July 27-28 and October 26-27. **Motion passed unanimously.**

Public Comment Period

Chair Coffman opened the floor for any public comment. Seeing that there was none, he closed discussion.

EXECUTIVE DIRECTOR'S REPORT

2022 Annual Report

Jane Wall noted that CRAB's 2022 Annual Report has been mailed out to the members of the House and Senate Transportation Committees and shared out electronically with CRABoard members and other interested parties, as well as posted on the CRAB website.

Director's Activities

Director Wall reported on several key milestones that were met in the final months of 2022, and early 2023. These include hiring a new Communication's Director, Jacque Netzer, who jumped right into CRAB activities. Her work helped us bring our Data Story across the finish line, a major accomplishment, and a herculean effort by many of our staff. Jacque also assisted CRAB staff in finishing our 2022 Annual Report. This year's report has a new look but the same great message. The new look is in response to our Strategic Planning goals of improving communications with stakeholders.

In addition to completing these two major tasks, Director Wall reported on the legislative session and the preparations that took place late last year. This included attending the Washington Highway User's Federation interim briefing in December, and legislative meetings with Senators

Lias and Saldana, and Representative Fey. Director Wall and her staff also met with legislative and OFM staff to discuss our budget request, and other legislative topics.

One of these topics revolved around how CRAB can be most responsive to an emerging need among our communities. Senator Lias has approached CRAB to ask about the possibility of our agency providing technical support to counties as they navigate federal funding programs. With the newly passed federal Infrastructure and Investment Act (IIA), there are a great number of new federal funding programs. However, some of our communities lack the technical expertise on staff to pursue these dollars. Senator Lias is interested in CRAB serving as a liaison for communities in their pursuit of these grants. Director Wall credits our tour in October for the planting of this idea. CRAB has drafted a proposal and submitted it to the Legislature for further consideration.

Director Wall also touched on the work CRAB has been providing to the Freight Mobility Strategic Investment Board (FMSIB). FMSIB's former Executive Director retired in November and FMSIB approached CRAB for administrative support assistance as they look for a new Director. CRAB and FMSIB signed a contract in late-December to provide these services. The FMSIB work has kept Drew and Jane busy, but thus far no other staff time has been required.

RURAL ARTERIAL PROGRAM

Resolution 2023-001 – Apportion RATA Funds to Regions

Mr. Johnson presented Resolution 2023-001 – Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$5,636,181 deposited to the RATA for October, November, and December 2022 be apportioned to the regions by the established 2021-2023 biennium percentages after setting aside \$165,476 for administration.

Following questions and discussion, Commissioner Janicki moved, and Commissioner Mejia seconded to approve Resolution 2023-001 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

Skagit County Construction Extension Request

Mr. Johnson shared a letter dated January 10, 2023 from Skagit County requesting an additional construction time extension for the RAP funded Francis Road (Segment 1) project. The project will currently lapse on April 16, 2023, after the county already received a 2-year construction time extension for the original project. CRAB's WAC 136-167-040 (5) allows that "The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary." The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 16, 2025.

Background:

The Francis Road (Segment 1) 3R project was submitted for funding in August 2014, requesting \$900,000 in RATA funding. The CRABoard allocated \$93,300 in RATA funding in April, 2015, and the final \$806,700 to full funding in May, 2017. The project proposes to enhance the safety

of a portion of Francis Road to provide 12-ft travel lanes, 8-ft paved shoulders, improved drainage, and guardrail where necessary.

To date, the county has received \$60,953.42 in RATA reimbursements for design of the project.

Project development:

A. First lapsing occurrence:

The original construction lapsing date for Francis Road (Segment 1) was April 16, 2021, six years after CRABoard approval of funding. An extension to April 16, 2023 was requested by the county on March 8, 2021 citing utility relocation delays, Right of Way acquisition difficulty, and consultant design delays due to the pandemic. This request was approved by the CRAB director on March 9, 2021.

B. Second lapsing occurrence:

The second lapsing date will arrive April 16, 2023 and the county has requested an additional extension. Since the project has been delayed due to reasons including Right Of Way negotiation, permitting, and pandemic related issues, the updated project construction cost is far more than originally estimated. The original total project cost was \$1,425,000. The updated construction cost is now \$2,742,175. Although the county has completed the preliminary engineering and Right Of Way phases, the county has documented that the construction costs now far exceed their available funding.

Skagit County intends to pursue additional construction funding. Since the project followed the federal process (had federal design funds), additional STP federal funds for construction will not incur supplementary design or documentation efforts. However, the timing for applying and obligating potential new STP funds will take longer than the available time in the RAP contract. Additionally, if the county is unsuccessful in obtaining STP construction funds, more time may be necessary to develop a new strategy to construct the project.

While the County pursues the additional funding, they acknowledge that they will not be able to meet the April 2023 construction lapsing date requirement. In consideration of these circumstances the county requests an additional extension of construction lapsing to April 16, 2025.

Mr. Johnson pointed out that per WAC 136-167-040, section (5): *“The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary. If such a determination is made, the CRABoard may grant an additional extension and set the duration thereof.”*

Staff Analysis and Recommendation:

The CRABoard has the authority to decide whether to grant the additional time extension for the Francis Road (Segment 1) project as requested by the county. If the extension is not granted, Skagit County will have until April 16, 2023 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- The County is actively pursuing the additional construction funding.
- This project does not meet the requirements for consideration of RATA fund increase (WAC 136-165-020) since an increase in RATA funding must be based on specific extraordinary and unforeseeable circumstances.
- The project will enhance roadway safety for a segment of the Francis Road corridor that Skagit County continues to improve.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding while it pursues additional construction funding.

Staff recommends allowing this one-time additional construction lapsing extension of Skagit County's Francis Road (Segment 1) RAP project to April 16, 2025 per WAC 136-167-040 (5).

Following questions and discussion, Commissioner Peck moved, and Commissioner Pollock seconded to approve Skagit County's Construction Extension Request for Francis Road (Segment 1) RAP project to April 16, 2025. **Motion passed unanimously.**

Chair Coffman called for a recess @ 2:19pm and later called the meeting to order @ 2:32pm.

ENGINEERING DIVISION REPORT

The Deputy Director (Drew Woods) provided an update of the current budget status. CRAB's three operating accounts continue to project to end with a positive variance. CRAB staff is evaluating 23-25 biennium expenditures to move into the current biennium to take advantage of the remaining budget capacity.

A review of the Governor's proposed 23-25 transportation budget was discussed. The Governor's budget includes all of the requests made by CRAB with the exception of a reduced transfer from the State Motor Vehicle Account into the Rural Arterial Trust Account and the County Arterial Trust Account. The transfer amounts were decreased from the 21-23 amount to the 19-21 biennium amount. This is approximately \$7.4 million in funding that CRAB hopes to restore for county road preservation needs. Staff will be working with legislative staff to try to get the transfers restored to the current 21-23 amounts.

The Engineering Division report was reviewed.

IT DIVISION REPORT

Eric Hagenlock (Acting IT Director) reported on IT Updates as follows:

GIS-Mo – December 2022 Update

CRAB IT staff performed a major update to all 39 county GIS-Mo VUEWorks sites. CRAB IT & Engineering met following the inaugural road log certification in 2022 to document lessons learned. This update completed the effort to ensure the product changes from lessons learned were implemented so that County and CRAB Engineers could begin submitting, auditing, and certifying county road logs immediately beginning 2023.

In addition to the primary road log certification changes, the December update included high value improvements for pavement management and other user feature requests, such as Surface Condition Layers (Previous Year, Current Year, and Most Recent Rating) for standards of good practice compliance analysis and pavement management, Pavement Management Layer to prepare for advanced module configuration in budget forecasting, and a Network Milepost Layer used for county technicians to quickly locate new and existing assets.

GIS Day Presentation

GIS Day provides an opportunity for GIS professionals to highlight and celebrate solutions that are transforming data management, customer service, decision making, and much more! It's also an opportunity for GIS professionals to highlight and celebrate their awesome work. Part of our ongoing effort to meet the strategic goal to *magnify CRAB presence and credibility* from our CRAB 2021 strategic plan.

SmartSimple: CARS & RAP SaaS Replacement

The 2020 CRAB IT Strategic Plan identified a strategy to implement more Commercial off the Shelf (COTS) and Software as a Service (SaaS) solutions as opposed to custom software solutions. This would allow CRAB software to meet the needs of County and CRAB staff more rapidly. With both the CRAB Annual Report System (CARS) and RAP Online applications ready for overhaul, CRAB secured a grant via WSAC/E study funds to update these in FY23. Using the SaaS master contract, CRAB staff is currently underway with SmartSimple in developing a scope of work. SmartSimple is a low-code, configuration-based technology that specializes in workflow automation and will give CRAB IT the ability to self-configure as the needs of business owners change.

Emma: Email and Marketing Campaign

Most of what CRAB does requires excellent communication. One of the strategic goals from our 2022 strategic plan is to *magnify CRAB presence and credibility*. Emma® is an email marketing tool to manage distribution lists and so much more. CRAB staff will be able to build brand consistency, target audiences, automate campaigns, and analyze outreach effectiveness, all from the Emma® platform. The Emma® project team is in final stages of implementation.

Security: Vulnerability Management

It is critical that our IT security keep pace with the constantly evolving risks and exploits faced in cybersecurity. The State Office of Cybersecurity was established to develop centralized services and functions across state agencies in 2021. CRAB IT security has been implementing all manner of cybersecurity tools in the form of threat protection, mobile device management, and vulnerability management to protect state and county data from bad actors. **CRAB IT Security has been so effective implementing these solutions that since inception of the program in September 2022, CRAB as always ranked in the top 3 of 150 agencies! In November 2022, CRAB ranked #1 of 150!**

Mr. Hagenlock gave special kudos to Scott Campbell & Angela Rice for this achievement and thanks his entire IT team for all their hard work on behalf of CRAB.

Chair Coffman noted that there was no need for an Executive Session.

Chair Coffman concluded the meeting by taking a few moments to recognize CRAB Board Vice Chair Commissioner Janicki who has tendered her resignation from the CRAB Board (effective end of January 2023). Commissioner Janicki faithfully served for 8 years from 2015 – 2023.

Chair Coffman called for Recess @ 3:30pm.

Friday, January 20, 2023

CALL TO ORDER

Chair Coffman called the meeting to order at 8:30 am.

Public Comment Period

Chair Coffman opened the floor for any public comment. Seeing that there was none, he closed discussion.

WSACE Managing Director – Axel Swanson

Mr. Swanson reported on activities of the Washington State Association of County Engineers (WSACE). He has spent considerable time since November 2022 working on legislative priorities, while also preparing for a Professional Development Conference in February 2023. Mr. Swanson continues managing administrative responsibilities for the WSACE Board while transitioning much of his daily routine toward working on legislation. As the 2023 legislative session has gotten under way, he has increased meetings with legislators, agency partners, and time spent preparing testimony for bill hearings.

In the near-term, session started out fast with several bills proposing to change current public works procurement law being heard in committee. The most significant changes would include requiring the payment of current prevailing wage on the date work is performed, adding apprenticeship requirements to qualify as a responsive bidder, and updating the Small Works Roster to allow for direct contracting with certified small businesses for projects under \$150,000.

Over the past two months, WSACE has been helping prepare for the legislative session. Mr. Swanson has been working with other WSAC staff to finalize legislative priorities and strategies for the Association and to prepare for Legislative Steering Committee (LSC) Meetings. Work has included reviewing the Governor's proposed budgets, participating in LSC planning meetings, scheduling meetings with legislators, reviewing pre-filed legislation, and managing shared folders and reports in the bill tracking software. In preparation for session Axel was also present for several work sessions during Legislative Committee Assembly Days.

WSACE was very happy with the outcomes of the 2022 County Leaders Conference, especially working with King County to accomplish a tour in coordination with the Joint Transportation Committee for legislators to visit the King County Maintenance Headquarters. Mr. Swanson continues to give presentations and update agencies and legislators regarding the state of county roads and infrastructure. Examples of recent presentations include the Joint Transportation Committee, the Washington State Transportation Commission, The Washington State Senate Transportation Committee, and the Freight Mobility Strategic Investment Board. WSACE also continues to track state and federal rulemaking processes to coordinate comments and be a voice for counties.

Mr. Swanson has been working with the WSACE Board and WSAC Communications staff to finalize the agenda and details for the Professional Development Conference. The Board has also begun working on the agenda and content for the Annual Conference in June and will fully concentrate on that effort after the Professional Development conference, which is taking place this first week in February.

SPECIAL PRESENTATION

Drew Woods (Deputy Director) and Eric Hagenlock (Acting IT Director) presented an overview of the Health Disparity Map.

Chair Coffman adjourned the meeting at 9:19 am.

Chair

Attest



March 17, 2023

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

Dear Jane Wall:

The Executive Committee of the Washington State Association of Counties (WSAC) have chosen to appoint the following county official to the County Road Administration Board:

- Art Swannack, Commissioner, Whitman County

If you have questions about the nomination and appointment process, please contact WSAC Member Experience Manager, Jessica Strozewski, at (360) 489-3018 or jstrozewski@wsac.org

Sincerely,

Eric B. Johnson
Executive Director
Washington State Association of Counties

cc:

Art Swannack, Commissioner, Whitman County

CRABOARD MEMBERS

Effective April 2023

Member	Term Expires
Commissioner Rob Coffman, Chair Lincoln County PO Box 28 Davenport, WA 99122-0028	June 2025 Phone: 509-725-3031 E-mail: rcoffman@co.lincoln.wa.us
TBD Vice Chair	
Grant Morgan, PE, County Engineer, Second Vice Chair Columbia County PO Box 5 Dayton, WA 99328	June 2023 Phone: 509-382-3971 E-mail: grant_morgan@co.columbia.wa.us
Commissioner Al French Spokane County W 1116 Broadway Spokane, WA 99260	June 2023 Phone: 509-477-2265 E-mail: afrench@spokanecounty.org
Commissioner Carolina Mejia Thurston County 2000 Lakeridge Drive SW, Building One, Room 269 Olympia, WA 98502	June 2024 Phone: 360-357-2470 E-mail: carolina.mejia@co.thurston.wa.us
Doug McCormick, PE, County Engineer Snohomish County 3000 Rockefeller Avenue Everett, WA 98201	June 2024 Phone: 425-388-6655 Work Cell: 425-508-2648 E-mail: dmccormick@snoco.org
Eric Pierson, PE, County Engineer Chelan County 316 Washington St, Suite 402 Wenatchee, WA 98801	June 2025 Phone: 509-667-6415 Email: Eric.Pierson@co.chelan.wa.us
Commissioner Brad Peck Franklin County 1016 N. 4 th Avenue Pasco, WA 99301	June 2025 Phone: 509-727-2808 E-mail: bpeck@co.franklin.wa.us
Commissioner Lindsey Pollock Lewis County 360 NW North Street Chehalis, WA 98532	June 2023 Phone: 360-740-1120 E-mail: lindsey.pollock@lewiscountywa.gov
Commissioner Art Swannack Whitman County 400 N Main Street Colfax, WA 99111	June 2024 Phone: 509-397-5247 E-mail: arts@whitmancounty.net

**RESOLUTION 2023-002
APPORTION RATA FUNDS TO REGIONS**

- WHEREAS** RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and
- WHEREAS** RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and
- WHEREAS** the CRABoard established regional apportionment percentages for the 2021 - 2023 biennium at its meeting of July 29, 2021; 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 \$2,947,739 made available in the RATA in **January, and February 2023** be apportioned to the regions by their 2021-2023 biennium percentages after setting aside \$110,666 for administration.

<u>REGION</u>	<u>APPORTION- MENT PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2021 - 2023)</u>	<u>PRIOR PROGRAM (1983 - 2021)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		110,666	977,057	14,131,198	15,108,256
NORTHEAST	43.67%	1,238,949	17,446,330	270,465,681	287,912,011
NORTHWEST	10.92%	309,808	4,362,581	71,477,795	75,840,377
PUGET SOUND	6.91%	196,042	2,760,571	45,140,336	47,900,908
SOUTHEAST	23.62%	670,116	9,436,280	148,650,071	158,086,351
SOUTHWEST	<u>14.88%</u>	<u>422,156</u>	<u>5,944,616</u>	<u>94,262,006</u>	<u>100,206,622</u>
TOTAL	100.00%	2,947,739	40,927,437	644,127,088	685,054,525

Adopted by the CRABoard on April 13, 2023

Chair's Signature

ATTEST

County Road Administration Board – April 13, 2023
Funds available for 2023 – 2025 biennium RAP Projects
WAC 136-161-020

I. Introduction:

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

II. Funds projected to be allocable:

a) <u>Revenue Estimates:</u> 2023 – 2025 estimated revenue:	*36,642,200 (March 2023)
Electric Vehicle License overage transfer:	3,700,300** (March 2023)
Connecting Washington Transfer from MVA	4,844,000 (<i>SHB 1125</i>)
Account Interest	600,000 (estimated)
Administration by CRAB	<u>-1,282,000</u> (<i>SHB 1125</i>)
Total Est. Revenue for projects	44,504,500***

*Quarterly estimate as published by the Transportation Revenue Forecast Council, WSDOT. The '27-'29 biennium revenue estimate is \$38,065,800

**Electric Vehicle License Overage transfer is forecast to be \$8,007,000 in the '27-'29 biennium

***Using estimates based on construction timing, the Total Est. Revenue for projects is adjusted to **\$50,234,800**

The CRABoard used an estimate of \$50,000,000 as the basis for its call for new projects in October, 2021, based on the projected revenue forecast as compared to timing for construction reimbursements. County submittal and funding limits for the '23 – '25 biennium are based on that amount.

- ARPA Recovery funds in the amount of \$3,092,000 were not previously allocated to projects.
- Regional Turned-back funds: There are additional funds turned back from the prior array and from prior projects that were withdrawn or underrun. These amount to \$11,153,255.
- Total available RATA funds: 53,092,000 + 11,153,255 = 64,245,000 (rounded down per region)
- First year allocation limited to 90% = 64,245,000 X 0.90 = **57,593,070** (rounded down per reg)

III. Anticipated RATA balance: The CRABoard has advised staff to maintain a minimum balance of \$5,000,000 in the account. The anticipated balance by the end of the 2021 – 2023 biennium is approximately \$26 million. Many counties are having difficulty bringing projects to construction, often due to increased costs and staffing issues.

To assist counties in bringing these projects to construction, and to spend down the RATA balance, the CRABoard authorized a temporary match adjustment for RAP Projects reaching construction in 2023 and 2024 – removing the 10% match requirement up to the original project cost estimate. We are beginning to see several projects becoming eligible for this match adjustment amendment, and this is starting to be reflected in the Reimbursement Schedule as well.

Further revenues and reimbursement to counties in the 2023 – 2025 biennium (based on forecast, including revenue, electric vehicle license overage, Motor Vehicle Account transfer, and high interest compared against spending projection based on current reimbursement schedule and historical patterns) will bring this balance to about \$22.2 million. This balance does not include any spending on new contracts being considered relating to the '23-'25 call for projects.

Current Balance:	25,389,324	} 2021 - 2023
Est.Revenue though June '23:	7,400,000	
Est. Spending through June '23:	6,800,000	
Balance ending '21 - '23 biennium:	25,989,324	
Balance beginning '23 - '25 biennium:	25,989,324	} 2023 - 2025
Est. Revenue 2023 - 2025:	44,504,500	
Est. spending 2023 - 2025:	48,300,000	
Ending Balance 2023 - 2025:	22,193,824	

IV. Summary: Of the \$57,593,070 to be allocated to projects, \$18,221,118 would be added to current partially funded projects and \$39,371,952 would be allocated to new projects. An estimated additional \$6,651,930 can be allocated at the April, 2024 CRABoard meeting, or to emergent projects during the biennium. Per WAC 136-161-070 (4), the CRABoard can allocate no more than 90% of estimated revenue in the first year of the biennium and the remainder “at such time as deemed appropriate” by the board.

If funded, CRABstaff would schedule design reimbursements for new projects to begin within this first year, and construction reimbursements for new projects in the 2027 -2029 biennium, ~ 5 years after approval. This 5-year period is a typical average for project-delivery times. Projects that progress faster can have access to RATA funds upon a clear demonstration of progress and the availability of funds.

The RATA balance has historically cycled between \$20M to \$15M before and after each construction season since 2013. At the beginning of the pandemic, the RATA balance dipped lower than typical as tax revenues were impacted. Over the ensuing years, increased costs and significant staffing impacts in many counties (affecting both county and consultant staffing) have resulted in many projects being delayed. Additional recovery funds in combination with the delayed projects have resulted in the RATA balance increasing. The RATA match adjustment offer is projected to account for approximately \$10.5 million over the next three years.

Allocating additional funds to partially funded projects at this meeting will ensure these projects continue without interruptions and will maintain the forecast of expenditures as presented.

Any subset of projects could be delayed, if necessary, to maintain the \$5,000,000 minimum balance. At this time, delays of reimbursement are not expected to be necessary.

The RATA has the ability to program construction reimbursements of new projects in 2028 on average. Staff will recommend adoption of Resolution 2023-003 - Allocate Estimated Revenue to Projects, which follows.

RESOLUTION 2023-003
 TO APPROVE 2023 - 2025 RAP PROJECTS
 AND ALLOCATE 90% of ESTIMATED 2023 - 2025 RATA REVENUE

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

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

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

WHEREAS the best available estimate of 2023 - 2025 biennium revenues, including interest, and funds turned back through withdrawal or underrun, indicate that the following approximate amounts are available in the first year of the biennium for allocation to projects on the 2023 - 2025 arrays in the five regions:

<u>REGION</u>	<u>A</u> <u>Est. Fuel Tax</u> <u>'23- '25</u>	<u>B</u> <u>Turned-Back</u> <u>Funds</u>	<u>A+B</u> <u>Total \$</u> <u>Available</u>	<u>Previously</u> <u>Allocated</u> <u>('23-'25 Bien.)</u>	<u>90%</u> <u>Available Funds</u> <u>to Allocate</u>
Northeast	23,185,276	3,191,991	26,377,200	252,700	23,512,050
Northwest	5,797,647	520,830	6,318,400		5,686,560
Puget Sound	3,668,657	1,633,387	5,302,000		4,771,800
Southeast	12,540,330	2,650,478	15,190,800		13,671,720
Southwest	7,900,090	3,156,569	11,056,600		9,950,940
	53,092,000	11,153,255	64,245,000	252,700	57,593,070

(Totals are rounded down)

NOW, THEREFORE, BE IT RESOLVED, that the County Road Administration Board hereby approves the following projects in the five regions and allocates 90% of the est. 2023- 2025 fuel tax funds and turned-back funds to the listed projects in the amounts shown, effective May 1, 2023.

<u>County</u>	<u>RoadName</u>	<u>Project</u> <u>Type</u>	<u>TOTAL</u> <u>COST</u>	<u>RATA</u> <u>REQ</u>	<u>FUNDING</u> <u>FROM PREV.</u> <u>BIENNIUM</u>	<u>NEW PROJ.</u> <u>FUNDING</u>	<u>TOTAL</u> <u>FUNDING</u>	<u>Partial</u>
NORTHEAST REGION:								
Okanogan	Loomis-Oroville Rd Drainage	DR	638,000	574,200	15,400	558,800	574,200	
Pend Oreille	Mckenzie Rd	2R	1,660,000	1,494,000	750,000	744,000	1,494,000	P
Chelan	Chumstick Highway	2R	1,045,000	923,000	750,000	173,000	923,000	
Spokane	Wheeler Road	2R	1,427,000	1,284,300	750,000	534,300	1,284,300	
Ferry	East Silver Creek Br. No. 16	SA	2,165,000	1,939,500	1,626,200	313,300	1,939,500	
Chelan	South Lakeshore Road	3R	2,049,000	1,844,100	626,200	1,217,900	1,844,100	
Spokane	Brooks Road No.1	3R	2,129,335	1,171,433	971,433	200,000	1,171,433	
Stevens	Cedonia-Addy	3R	3,500,000	3,150,000	2,566,300	583,700	3,150,000	
Whitman	Pullman Airport Road	RC	3,920,000	3,528,000	2,920,000	608,000	3,528,000	
Lincoln	Duck Lake Road	RC	2,474,000	2,226,500	1,475,800	750,700	2,226,500	
Grant	9-NW Road (SR 283 to Dodson Rd	RC	2,103,000	1,892,400	1,801,600	90,800	1,892,400	
Douglas	McNeil Canyon Rd	RC	2,948,000	2,653,200	526,450	2,126,750	2,653,200	
Okanogan	Chesaw Rd Drainage	DR	955,000	859,500	-	191,200	191,200	P
Spokane	Staley Road	2R	1,404,000	1,263,600	-	215,700	215,700	P
Stevens	WEST OAKSHOT BRIDGE	DR	850,000	750,000	-	750,000	750,000	
Whitman	Sand Road	2R	1,332,000	1,198,800	-	750,000	750,000	P
Chelan	Wenatchee Heights Road	2R	1,374,000	1,236,600	-	577,000	577,000	P
Ferry	Cache Creek	2R	1,550,000	1,395,000	-	750,000	750,000	P
Lincoln	Mohler	DR	434,000	390,600	-	390,600	390,600	
Spokane	Elk-Chattaroy Road	3R	2,967,000	2,363,000	-	2,050,000	2,050,000	P
Okanogan	Old 97 Plata to Ophir 3R	3R	2,281,000	2,052,900	-	2,250,000	2,250,000	P
Douglas	Rd J.5 NW	3R	2,805,000	2,524,500	-	873,250	873,250	P
Chelan	Squilchuck Road	3R	3,281,000	2,337,400	-	1,032,100	1,032,100	P
Lincoln	Duck Lake	3R	1,732,000	1,558,800	-	418,475	418,475	P
Grant	S-NW	RC	1,615,000	1,453,500	-	1,453,500	1,453,500	
Grant	Q-SW (George Cl to Frenchman)	RC	1,925,000	1,732,500	-	1,455,700	1,455,700	P
Adams	Herman Road #2	RC	3,094,000	2,784,600	-	2,453,275	2,453,275	P
RATA Requested for new projects				41,413,600			23,512,050	NEW NE Funding

County	RoadName	Project Type	TOTAL COST	RATA REQ	FUNDING FROM PREV. BIENNIUM	NEW PROJ. FUNDING	TOTAL FUNDING	Partial
NORTHWEST REGION:								
Kitsap	Glenwood Road SW Improvements	3R	2,380,000	2,142,000	2,121,000	21,000	2,142,000	
Skagit	FRANCIS ROAD	3R	3,700,000	2,400,000	1,487,221	912,779	2,400,000	
Whatcom	Hampton Road	2R	1,980,000	1,782,000	690,000	1,092,000	1,782,000	
Jefferson	Center Road	2R	1,889,872	1,700,700	277,400	1,200,000	1,477,400	P
Whatcom	Everson Goshen Rd	2R	2,680,000	2,394,000	-	108,000	108,000	P
Kitsap	BURLEY OLALLA RD SE	2R	838,000	754,200	-	754,200	754,200	
Island	Main Street - Freeland	2R	1,615,000	1,453,500	-	1,200,000	1,200,000	P
Skagit	Pioneer Highway	2R	713,000	641,700	-	287,221	287,221	P
Clallam	Edgewood Drive	3R	3,241,000	2,400,000	-	111,360	111,360	P
RATA Requested for new projects				9,879,200		5,686,560	NEW NW Funding	
PUGET SOUND REGION								
King	SE 384th St	DR	1,150,000	1,035,000	800,000	235,000	1,035,000	
Snohomish	84 St NE	IS	2,674,000	1,448,900	1,169,000	279,900	1,448,900	
Pierce	304 St E	2R	1,089,000	980,100	517,800	462,300	980,100	
Pierce	Patterson Rd E Culvert	DR	2,262,000	1,189,000	-	1,237,700	1,237,700	P
King	SE Reinig Rd	DR	1,767,000	1,590,300	-	1,465,000	1,465,000	P
Snohomish	Richardson Creek Bridge #300	DR	2,780,000	1,600,000	-	1,091,900	1,091,900	P
RATA Requested for new projects				7,703,900		4,771,800	NEW PS Funding	
SOUTHEAST REGION:								
Franklin	Hollingsworth Bridge #460-6.2	FA	925,000	184,800	62,650	122,150	184,800	
Klickitat	Sundale Road & Old Hwy 8	RC	3,700,000	3,260,000	3,154,300	105,700	3,260,000	
Yakima	N. Wenas Road	3R	2,710,000	2,439,000	1,685,839	753,161	2,439,000	
Kittitas	Hungry Junction Road	3R	4,035,000	3,631,500	372,860	1,900,000	2,272,860	P
Walla Walla	Lyons Ferry	3R	2,950,000	2,600,000	1,301,400	1,298,600	2,600,000	
Franklin	Glade North All-Weather VIII	3R	1,530,000	1,377,000	1,128,950	248,050	1,377,000	
Klickitat	Schranz Road	SA	1,960,000	1,764,000	-	1,245,022	1,245,022	P
Asotin	Snake River Road	3R	1,679,000	1,376,100	-	1,376,100	1,376,100	
Klickitat	Sunnyside Road	2R	2,580,000	2,322,000	-	749,278	749,278	P
Columbia	Kellogg Hollow Road	3R	3,558,000	3,200,000	-	1,600,000	1,600,000	P
Walla Walla	Mojonnier Rd	3R	1,900,000	1,710,000	-	801,400	801,400	P
Franklin	Vineyard Drive West	RC	2,381,000	2,142,900	-	1,529,800	1,529,800	P
Garfield	Kirby-Mayview	3R	3,179,000	2,860,000	-	1,500,000	1,500,000	P
Benton	County Well Road	3R	2,250,000	2,025,000	-	442,459	442,459	P
RATA Requested for new projects				22,659,000		13,671,720	NEW SE Funding	
SOUTHWEST REGION								
Thurston	183rd Ave SW	3R	2,745,000	2,200,000	1,100,000	1,100,000	2,200,000	
Clark	SE Blair Road	2R	1,687,000	1,509,000	1,417,800	91,200	1,509,000	
Lewis	Centralia Alpha	RC	4,333,000	2,200,000	2,055,800	144,200	2,200,000	
Pacific	South Fork Road	3R	470,000	423,000	131,600	291,400	423,000	
Mason	Shelton Valley Road Culvert	DR	559,000	492,300	429,872	62,428	492,300	
Mason	Bear Creek Dewatto Rd. (Tiger)	RC	1,035,000	913,500	-	913,500	913,500	
Lewis	Barnes Dr	2R	1,215,000	1,093,500	-	1,093,500	1,093,500	
Mason	Bear Creek Dewatto Road	RC	680,000	594,000	-	594,000	594,000	
Grays Harbor	Ocean Beach Road	RC	3,400,000	3,015,000	-	1,600,000	1,600,000	P
Cowlitz	Rose Valley Road	DR	580,000	500,000	-	500,000	500,000	
Thurston	Tilley Road S	3R	2,645,000	2,100,000	-	500,000	500,000	P
Cowlitz	Powell Road	DR	880,000	500,000	-	500,000	500,000	
Skamania	Washougal River Road	3R	3,806,000	3,200,000	-	1,600,000	1,600,000	P
Cowlitz	Cloverdale Road	DR	1,080,000	500,000	-	500,000	500,000	
Clark	NE 182nd Avenue/NE Risto Road	2R	3,475,000	1,200,000	-	460,712	460,712	P
RATA Requested for new projects				16,611,000		9,950,940	NEW SW Funding	
Total RATA Requested for new projects				98,266,700				

Partially funded from earlier Biennium

Project Types:

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

Allocation Summary:

NE Region	23,512,050
NW Region	5,686,560
PS Region	4,771,800
SE Region	13,671,720
SW Region	9,950,940
Total Allocated:	57,593,070

Adopted by the CRABoard on April 13, 2023

Chair's Signature

ATTEST

COLUMBIA COUNTY PUBLIC WORKS

County Road • GIS • Solid Waste • Fleet Management

March 14, 2022

Jane Wall
Executive Director
County Road Administration Board
2404 Chandler CT SW, Suite 240
Olympia, WA 98502

RE: 0713-02 Lower Hogeye Road
Additional Project Extension Request

Dear Steve:

Columbia County formally requests an extension of construction lapsing time on the above referenced project. Columbia County has been going through major County Engineer and engineering staff changes since 2019. I am the 4th County Engineer since 2019. Also, in 2020, Columbia County was hit hard with major flood damages and we are still working with FEMA and Washington Military Department trying to get reimbursed for more than \$1,000,000 in costs, \$800,000 of which we had to borrow from the CRAB Emergency Program. The flood repairs, permitting and reimbursement process has been an extreme undertaking and due to major staffing turnover, it has been exponentially more difficult and time consuming, which in turn resulted in significant project design delays for all of Columbia County Projects.

I was appointed the interim Columbia County Engineer on July 11, 2022 and on November 1, 2022 I was appointed as the permanent Columbia County Engineer. Within the first 2 weeks as the interim county engineer, I advertised for Consultants, interviewed in August and was fully under contract by October 18th, 2022 with Anderson Perry, who was charged with rapidly finishing up the PS&E on this project. Also, as soon as possible after being hired as the permanent County Engineer, I hired a permanent County Licensed Land Surveyor/Engineering Manager to help with getting projects out to Ad, this project being priority #1.

The good news is that this project is now 100 percent design complete and ready for Ad once the Right-of-Way (R/W) acquisition is completed. County staff is currently in the process of acquiring Right-of-way. We expect to have the R/W wrapped up and be out to contract by July 2023. We do not anticipate any delays in the R/W acquisition process since there are no federal funds in this project and the affected property owners seem to be in favor of the project. As a contingency, we are prepared to go out to bid on the materials contract separately from the roadway construction portion of the project. However, we prefer to include it in a single contract covering the entire project construction in hopes of getting better bids.

As for concerns with the age of this project and inflationary cost factors, we are utilizing a Cement Recycled Asphalt Base (CRAB's) process that will allow us to recycle the existing road pavement and base materials in place, which greatly reduces the amount of aggregate base materials needed. Also, we have changed the paved surface materials from the original planned Hot Mix Asphalt Pavement to a Bituminous Surface Treatment, which will still provide a pavement surface meeting the minimum 20 year service life. These two cost savings measures should be adequate and make it possible for this project to be completed as originally programmed.

Thank you for considering our request for an extension. If you have any questions or concerns, please feel free to contact me at (509)382-2534.

Sincerely,

A handwritten signature in blue ink that reads "Walter G. Morgan". The signature is written in a cursive style with a long horizontal flourish at the end.

Walter G. Morgan, PE
Columbia County Engineer/Public Works Director

ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION

LOWER HOGEGYE ROAD, MP 0.00– 2.51

COLUMBIA COUNTY RAP PROJECT 0713-02

I. Nature of Request:

Columbia County has requested, per its March 14, 2023 letter, an additional construction time extension for the RAP funded Lower Hogeye Road project. The project will currently lapse on April 18, 2023, after the county already received two 2-year construction time extensions for the original project. CRAB’s WAC 136-167-040 (5) allows that “The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary.” The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 18, 2025.

II. Background:

Lower Hogeye Road was submitted for funding on September 2012, requesting \$2,119,500 in RATA funding. The CRABoard allocated \$272,600 in RATA funding on April 18, 2013, \$1,320,000 in April 2015, and the final \$526,900 to full funding in April 2017. The project proposes to widen Lower Hogeye road from 19.5 feet to 28 feet, provide a stronger base and paved surface, improve drainage and alignment, and clear the roadside of safety hazards.

To date, the county has received \$178,704.79 in RATA reimbursements for design of the project.

III. Project development:

A. First lapsing occurrence:

The original construction lapsing date for Lower Hogeye Road was April 18, 2019, six years after CRABoard approval of funding. An extension to April 18, 2021 was requested by the county on January 18, 2019 citing loss and turnover of key county staff necessary for project development. This request was approved by the CRAB director on January 18, 2019.

B. Second lapsing occurrence:

The second construction lapsing date for Lower Hogeye Road was April 18, 2021, eight years after CRABoard approval of funding. An extension to April 18, 2023 was requested by the county on September 30, 2020 referencing the flooding that occurred in February 2020, resulting in significant repair efforts and cash flow difficulties. CRAB provided two emergency loans to

Columbia County to assist in addressing these difficulties. The construction lapse extension request was approved by the CRABoard at the October 2020 meeting.

C. Third lapsing occurrence:

The third lapsing date will arrive April 18, 2023 and the county has requested an additional extension. The extension request letter dated March 14, 2023 references major engineering staff changes, including the position of County Engineer over the past several years. Additionally, the county continues the work on flood repairs, permitting, and reimbursement as a result of the 2020 flood damages. This effort resulted in significant project delays for the remainder of Columbia County's projects.

In recent months, the design has been completed for the Lower Hogeye Road project, with county staff completing the process of acquiring Right-Of-Way. The updated project schedule shows advertisement of the project in July 2023.

Since this project is now ten years from original approval of funding, the county updated the project design to lower potential costs, while still meeting the original intent of the proposal. Using a Cement Recycled Asphalt Base process will reduce the amount of aggregate base material necessary, and using Bituminous Surface Treatment instead of hot mix asphalt will save costs as well. With these changes, construction costs are expected to remain affordable.

While the county has made recent progress on the project, given the staff turnover and ongoing delays due to shifting priorities to emergency repairs, permitting, and reimbursements, the county requests an additional extension of construction lapsing to April 18, 2025.

Timeline Summary:

<u>Action:</u>	<u>Date:</u>	<u>Engineer:</u>
• Initial CRAB Funding:	April 18, 2013	William A. Woods
• Construction lapsing extension	January 18, 2019	Charles Eaton
• Request additional extension	September 30, 2020	Charles Eaton
• Lapsing of Construction (2 nd time)	April 18, 2021	Charles Eaton
• Lapsing of Construction (3 rd time)	April 18, 2023	Walter G. Morgan

IV. Pertinent WAC language:

WAC 136-167-040 Lapsing of RATA allocation for approved projects.

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

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

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

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

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

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

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

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

V. Staff Analysis and Recommendation:

The CRABoard has the authority to decide whether to grant the additional time extension for the Lower Hogeeye Road project as requested by the county. If the extension is not granted, Columbia County will have until April 18, 2023 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- The County has completed the design, and is actively pursuing Right-Of-Way acquisitions.
- The County updated the design to implement cost savings measures in order to keep construction costs achievable.
- This project does not meet the requirements for consideration of RATA fund increase (WAC 136-165-020) since an increase in RATA funding must be based on specific extraordinary and unforeseeable circumstances.
- The project will: reconstruct the road base, improve drainage, provide minor alignment improvements, repave the surface, widen the roadway from 19.5 feet to 28 feet, and mitigate numerous roadside safety issues.

- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding as it completes the remaining project tasks and brings the project to construction.

Staff recommends allowing this additional construction lapsing extension of Columbia County's Lower Hogeeye Road RAP project to April 18, 2025 per WAC 136-167-040 (5).



DEPARTMENT OF PUBLIC WORKS

1600 – 13th Avenue South
Kelso, WA 98626
TEL (360) 577-3030
FAX (360) 636-0845
Washington Relay Service 711 or (888) 833-8633

www.co.cowlitz.wa.us/publicworks/

Board of County Commissioners

Arne Mortensen	District 1
Dennis P. Weber	District 2
Richard R. Dahl	District 3

March 13, 2023

Jane Wall, CRAB Director
County Road Administration Board
2404 Chandler Court S.W., Suite 240
Olympia, WA 98502-6067

**SUBJECT: South Cloverdale Road Project, M.P. 0.13 to M.P. 0.79
Project No. 1235; CRP No. 725; RAP Project No. 0815-01**

Dear Ms. Wall:

It has become apparent that we will not be able to commence construction of the South Cloverdale Road Project prior to the construction lapsing date of April 16, 2023 and are requesting an extension to the construction lapse date. At this time the plans are 90% complete and federal permits have been received. We are working on obtaining all the required right of way in order to finalize the plans and advertise the project for construction.

The delays since the last request for an extension are attributed to Washington State Department of Transportation (WSDOT) requirements for the right of way process and the effects of the Covid pandemic on WSDOT staffing. Guidance from WSDOT in their Local Agency Guidelines suggests adding 3 years to the project schedule in addition to the Agency's schedule for the engineering, permitting and right of way stages. While we have not needed this much time on most of our past projects, it is becoming more common to have these timelines for federal aid projects.

We requested a two-year extension in February of 2021 for the reasons in the attached letter. The current extension request also is mostly due to WSDOT involvement due to federal funds. While the plans are close to completion, the right of way is still in process. As you may know, the right of way is required to be certified by WSDOT prior to construction authorization and advertisement. In order to be certified, the right of way plans need to be approved, then appraisals and review appraisals can be performed. After the appraisals and review appraisals are completed, WSDOT does a spot check of the right of way process. Once this is complete, we can begin negotiations for property acquisition. We have to work closely with WSDOT, and wait for their approval for each step before proceeding. Otherwise, we risk losing our federal funds. WSDOT staffing shortages and delays in reviewing right of way plans have contributed to delays in the project. We also experienced poor scheduling performance from our appraisal consultant which has delayed us from being able to proceed with the right of way acquisitions. More on this will be discussed in the following paragraph.

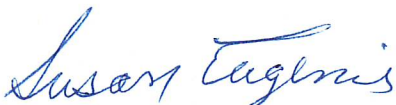
The right of way plans were approved by WSDOT in September of 2022. They had initially been submitted in May 2022. The County does not have WSDOT approved appraisers, or review appraisers in house, so we are required to utilize WSDOT approved appraisal consultants. On federal aid projects, the appraiser, review appraiser and negotiator have to be separate people. This adds additional time to the process.

We contacted the appraisers on our on-call list, and only one indicated that they would be able to complete the appraisals by mid-September, 2022. All the others were 4-6 months out before they could start on them. The selected appraiser was authorized to proceed on July 21, 2022. Unfortunately, they were slow to respond with the appraisals despite many phone calls and e-mails. We did not have an option to start over with another appraiser due to time constraints as the other appraisers were too busy. We have finally received all the appraisals as of March 7, 2023. The next step is to have spot checks completed by WSDOT of our appraisals and right of way files. Then we can proceed with negotiations. We have a consultant on contract who is tasked with negotiating with the property owners. We are estimating that the negotiations, acquisitions, payment and right of way certification will take between 6 to 9 months.

We are requesting a two-year extension, with project advertisement being completed by April 2025.

If you have any questions or need any additional information, please call me at (360) 577-3030, extension 6538, or you may reach me via email at eugeniss@cowlitzwa.gov.

Sincerely,



SUSAN EUGENIS, P.E.
County Engineer

SE:cs

cc: Chris Andrews
Accounting

RECEIVED

BY: JC

DATE: 3-17-23



DEPARTMENT OF PUBLIC WORKS

1600 – 13th Avenue South
Kelso, WA 98626
TEL (360) 577-3030
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Washington Relay Service 711 or (888) 833-8633

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Board of County Commissioners
Arne Mortensen District 1
Dennis P. Weber District 2
Joe Gardner District 3

February 22, 2021

John Koster, CRAB Director
County Road Administration Board
2404 Chandler Court S.W., Suite 240
Olympia, WA 98504-3913

**SUBJECT: South Cloverdale Road Project, M.P. 0.13 to M.P. 0.79
Project No. 1235; CRP No. 725; RAP Project No. 0815-01**

Dear Mr. Koster:

It has become apparent that we will not be able to commence construction of the South Cloverdale Road Project prior to the construction lapsing date of April 16, 2021. At this time the plans are nearing 60% completion and environmental studies are in progress (HazMat and Environmental Justice have been reviewed and accepted by WSDOT).

The primary reason for requesting the extension is that we were able to obtain federal funds (Surface Transportation Block Grant Program – STBGP) for the project in addition to the CRAB funding. But, as you know, federal funds come with strings attached. This has caused extra time to be required for hiring consultants, and for environmental studies.

Initially, we applied for the STBGP funds in May of 2017 through the Cowlitz-Wahkiakum Council of Governments (COG). Unfortunately, we were not successful at that time, so we proceeded with the roadway design with the assumption that we would use our on-call engineering and environmental consultants once we had determined the project impacts. This was proceeding as planned until a local agency in the southwest region returned their STBGP funds to COG which required that a Special Call for Projects be issued. Our project was the only one underway in the region that would be able to have these funds authorized prior to a de-obligation deadline. We applied for these funds, which had to be used in the design phase, in January of 2019 and were awarded the funds in February of 2019. From this point forward we worked with WSDOT to have the federal funding authorized, which required a STIP amendment and local agency agreements. During this period, WSDOT Local Programs was shorthanded, causing extra time for the reviews and processing of agreements and associated documents. Fund authorization occurred on August 14, 2019.

Remember, there are strings attached to the funding. If we were not using federal funds, we would use our on-call consultants for design of two fish passage culverts within the project limits

and for the environmental permitting. Since we are using the federal funds, we are required to advertise for consultants. Again, working with WSDOT, and subject to their approval, on the advertisement content and procedures, we were able to advertise for consultants to provide a Statement of Qualifications. We were able to advertise in November, 2019, review the consultant qualifications and select consultants for interviews (December, 2019 and January 2020) and select a consultant for the project (February 2020). Contracts were signed with the Consultant on June 23, 2020. There were some delays with the contract negotiations and public hearing schedules due to the COVID-19 pandemic.

The addition of the federal funds has added over 18 months to the design phase in order to authorize funding and hire a consultant. Additional time will be required for the environmental permitting due to the use of federal funds. This can add over a year to the schedule. In addition, the right of way process takes longer when there is federal involvement in the project. Even though we are not applying the federal funds to the right of way phase, the project is treated by WSDOT and FHWA as a federal aid project. The involvement of WSDOT can add 6 months to a year to the right of way phase. While we are able to proceed concurrently on the design, environmental permitting and right of way, it does take longer when federal funds are involved. Cowlitz County hereby requests a time extension of two years for commencing construction.

If you have any questions, please call me at (360) 577-3030, extension 6538, or you may reach me via email at eugeniss@co.cowlitz.wa.us.

Sincerely,



SUSAN EUGENIS, P.E.
County Engineer

SE:cs

cc: Chris Andrews
Accounting

ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION

SOUTH CLOVERDALE ROAD, MP 0.13-0.79

COWLITZ COUNTY RAP PROJECT 0815-01

I. Nature of Request:

Cowlitz County has requested, per its March 13, 2023 letter, an additional construction time extension for the RAP funded South Cloverdale Road project. The project will currently lapse on April 16, 2023, after the county already received a 2-year construction time extension for the original project. CRAB’s WAC 136-167-040 (5) allows that “The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary.” The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 16, 2025.

II. Background:

The South Cloverdale Road 3R project was submitted for funding in August 2014, requesting \$1,300,000 in RATA funding. The CRABoard allocated \$217,243 in RATA funding in April, 2015, an additional \$1,000,000 in April 2017, and the final \$82,757 to full funding in April, 2019. The project proposes to enhance the safety of a portion of South Cloverdale Road to provide wider travel lanes, reconstruction of horizontal and vertical curves to improve sight distance, removal of obstructions from the clear zone, and improvements to guardrail and culverts.

To date, the county has received \$83,275.05 in RATA reimbursements for design of the project.

III. Project development:

A. First lapsing occurrence:

The original construction lapsing date for South Cloverdale Road was April 16, 2021, six years after CRABoard approval of funding. An extension to April 16, 2023 was requested by the county on February 22, 2021 citing delays related to acquiring federal funding for the project in early 2019 – which required additional efforts contracting for the fish passage culverts that are part of the project. Additional requirements relating to the federal funds led the county to request the first construction lapse extension. This request was approved by the CRAB director on March 1, 2021.

B. Second lapsing occurrence:

The second lapsing date will arrive April 16, 2023 and the county has requested an additional extension. As noted in the first lapsing extension request, Cowlitz County expected schedule delays due to federal funding requirements. However, the expected delays were significantly greater than forecast. The Right-Of-Way phase of a federally funded project requires numerous WSDOT reviews and approvals. Since the county does not have WSDOT approved appraisers or review appraisers on staff, they must necessarily use several WSDOT approved appraisal consultants – separate individuals for original appraiser, review appraiser, and negotiations. This process experienced delays on the WSDOT review/approval side due to apparent staffing shortages, as well as severely limited consultant availability.

As of March 7, 2023, the county has received all appraisals. The next step is for WSDOT to review these appraisals and the county’s Right-Of-Way files. Assuming approval, the county can proceed with acquisition negotiations using their contracted consultant. The county’s updated schedule estimates that this process will take between six to nine months.

While the County continues to pursue the necessary ROW acquisitions and completes the design, they acknowledge that they will not be able to meet the April 2023 construction lapsing date requirement. In consideration of these circumstances the county requests an additional extension of construction lapsing to April 16, 2025.

Timeline Summary:

<u>Action:</u>	<u>Date:</u>	<u>Engineer:</u>
• Initial CRAB Funding (3R):	April 16, 2015	Brad Bastin, PE
• Construction lapsing extension	February 22, 2021	Susan Eugenis, PE
• Lapsing of Construction (2 nd time)	April 16, 2023	Susan Eugenis, PE

IV. Pertinent WAC language:

WAC 136-167-040 Lapsing of RATA allocation for approved projects.

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

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

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

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

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

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

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

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

V. Staff Analysis and Recommendation:

The CRABoard has the authority to decide whether to grant the additional time extension for the South Cloverdale Road project as requested by the county. If the extension is not granted, Cowlitz County will have until April 16, 2023 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- The County is actively pursuing Right-Of-Way phase of the project.
- The delays associated with federal funding requirements are more significant than originally anticipated, while the County has limited to no options for accelerating the timeline.
- The project will enhance roadway safety for a segment of the South Cloverdale Road corridor.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding while it completes the Right-Of-Way phase of the project and brings it to construction.

Staff recommends allowing this additional construction lapsing extension of Cowlitz County’s South Cloverdale Road RAP project to April 16, 2025 per WAC 136-167-040 (5).

Department of Public Services

Phone: 360-249-4222

Fax: 360-249-3203



100 West Broadway; Suite 31
Montesano, Washington 98563
www.co.grays-harbor.wa.us

GRAYS HARBOR COUNTY

STATE OF WASHINGTON

April 4, 2023

Jane Wall
County Road Administration Board
2404 Chandler Ct. SW, Suite 240
Olympia, WA 98502-6067

RE: Garrard Creek Road Realignment Project Lapsing Date

Dear Ms. Wall,

Grays Harbor County has received RAP funds for the Garrard Creek Road Realignment Project. The construction lapsing date for this project is April 16, 2023. This project has been delayed recently due to difficulties obtaining needed right of way from one parcel owner. We have made every effort to satisfy the requests of the property owner, including offering to purchase the right of way for the price they originally countered with. I have attached the Diary of Right of Way Activities associated with this acquisition to show the effort that has been made by the County and the difficulties we have encountered.

The County has started the process of condemnation but recent conversations with the owner have lead us to believe we will be able to avoid following through with this process. Unfortunately, this drawn out process has taken us down to the wire on the lapsing date and we will not be able to get the project advertised for construction bids by April 16th. Due to this, we would greatly appreciate a one year extension for this project.

Please contact me at 360-964-1663 or email to rwilson@graysharbor.us if you have any questions about this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert Wilson", written in a cursive style.

Robert Wilson, PE
County Engineer

ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION

GARRARD CREEK ROAD REALIGNMENT, MP 3.1 – 3.6

GRAYS HARBOR COUNTY RAP PROJECT 1415-01

I. Nature of Request:

Grays Harbor County has requested, per its April 4, 2023 letter, an additional construction time extension for the RAP funded Garrard Creek Road Realignment project. The project will currently lapse on April 16, 2023, after the county already received a 2-year construction time extension for the original project. CRAB’s WAC 136-167-040 (5) allows that “The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary.” The county therefore requests the CRABoard take additional action to extend the lapsing date one year further, to April 16, 2024.

II. Background:

The Garrard Creek Road Realignment RC (Reconstruction) project was submitted for funding in August 2014, requesting \$1,287,000 in RATA funding. The CRABoard allocated \$235,833 in RATA funding in April, 2015, an additional \$1,000,000 in April, 2017, and the final \$51,167 to full funding in April, 2019. The project proposes to reconstruct Garrard Creek Road, providing a new structural section in a new alignment, eliminating three substandard horizontal curves.

To date, the county has received \$400,861.78 in RATA reimbursements for design of the project.

III. Project development:

A. First lapsing occurrence:

The original construction lapsing date for Garrard Creek Road Realignment was April 16, 2021, six years after CRABoard approval of funding. An extension to April 16, 2023 was requested by the county on April 8, 2021 due to the discovery of nearby wetlands that required significant additional permitting relating to the proposed project. This request was approved by the CRAB director on April 9, 2021.

B. Second lapsing occurrence:

The second lapsing date will arrive April 16, 2023 and the county has requested an additional extension. The project construction has been delayed due to difficulties obtaining needed Right Of Way from one parcel owner. As the attached Right Of Way Acquisition Diary describes, the acquisition process began in September 2021 with ordering title reports and subsequent

contracting for appraisals. The initial purchase offer was made in May 2022, beginning negotiations with the property owner. The Diary describes negotiations that occurred through March 2023. The County recently initiated the process of condemnation for this remaining parcel, but recent conversations with the property owner may prove fruitful in avoiding the full condemnation process.

While the County pursues the final necessary property, they acknowledge that they will not be able to meet the April 2023 construction lapsing date requirement. In consideration of these circumstances the county requests an additional extension of construction lapsing to April 16, 2025.

Timeline Summary:

<u>Action:</u>	<u>Date:</u>	<u>Engineer:</u>
• Initial CRAB Funding (RC):	April 16, 2015	Russ Esses, PE
• Construction lapsing extension	April 9, 2021	Rob Wilson, PE
• Request additional extension	April 4, 2023	Rob Wilson, PE

IV. Pertinent WAC language:

WAC 136-167-040 Lapsing of RATA allocation for approved projects.

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

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

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

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

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

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

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

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

V. Staff Analysis and Recommendation:

The CRABoard has the authority to decide whether to grant the additional time extension for the Garrard Creek Road Realignment project as requested by the county. If the extension is not granted, Grays Harbor County will have until April 16, 2023 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- The County is actively pursuing the final Right Of Way negotiation, and will begin construction once the ROW phase has been completed.
- This project does not meet the requirements for consideration of RATA fund increase (WAC 136-165-020) since an increase in RATA funding must be based on specific extraordinary and unforeseeable circumstances.
- The project will enhance roadway safety by reconstructing the road to eliminate three substandard horizontal curves.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding while it completes the ROW phase, then moving directly into the construction phase of the project.

Staff recommends allowing this one-time additional construction lapsing extension of Grays Harbor County’s Garrard Creek Road Realiment RAP project to April 16, 2024 per WAC 136-167-040 (5).

DIARY OF RIGHT OF WAY ACTIVITIES ACQUISITION

AGENT'S NAME: Tom Gray
Agency/Consultant Name: Grays Harbor County Department of Public Works

PROJECT NO. 68880-08	PROJECT NAME: Garrard Creek Road Realignment Project	PARCEL NO. 150510210030
	MAILING ADDRESS OF SUBJECT 2365 South Bank Road, Oakville, WA 98568	OWNER Alma Gonzalez
Federal Aid No. N/A	LOCATION OF SUBJECT See mailing address, AKA NE ¼ of the NE ¼ lying southeasterly of the road in Section 19 T. 18 North, Range 5 West, W.M.	PHONE NO. (Son Juan)360-890-5343 253-325-2583
DATE	ACTIVITIES	

Grays Harbor County has attempted to acquire 0.26 acres of additional right of way in the form of *fee simple ownership*. The county is paying *\$XX,XXX.XX* to Ms. Gonzalez as part of an administrative settlement.

9/29/2021 I ordered a preliminary title report for the property.

12/21/2021 I received the preliminary title report from Pacific Title.

3/4/2022 I solicited for appraisal services from 4 appraisal firms. Epic Land Solutions, Inc.; SH&H Valuations.

3/21/2022 I received only 1 bid for the appraisal work. This bid was from Epic Land Solutions, Inc. The bid was for \$6,620.00 for one Project Funding Estimate and four administrative offer summaries. I contacted Christine Nickerson with Epic and told her that I would be sending her a contract for the work which I did by email today.

3/23/2022 I received a certificate of insurance for Epic Land Solutions, Inc. by email from Andee McCowan with IOC Insurance Services.

4/8/2022 Christine Nickerson with Epic Land Solutions e-mailed the signed contract to me.

4/11/2022 Rob Wilson (county engineer) signed the contract, and I sent a copy back to Christine with instructions to proceed with the appraisal work.

4/22/2022 Christine Nickerson sent me a project funding estimate.

4/28/2022 I sent my survey crew to Ms. Gonzalez residence on South Bank Road to get her contact number. The survey crew was able to speak with her and her son, Juan concerning the project. They also took her son Juan to the project and showed him the additional right of way we needed to acquire for the project. I also forwarded his number to the appraiser who requested the contact info for all the owners.

5/13/2022 Lisa Cox with Epic Land Solutions provided a link by email for the completed AOS's.

5/16/2022 I submitted all the AOS's to be approved by the Board of County Commissioners at their May 24th hearing. I requested that they approve the offers of just compensation so that I could begin negotiations. I also requested that they allow the chairperson of the board to sign the easements as soon as I acquired the signatures of the owners rather than waiting to schedule them to be signed at a scheduled hearing.

DATE	ACTIVITIES
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5/24/2022 The board approved the offer of just compensation contained in the Administrative Offer Summary as well as allowing the chairperson to sign the easements once the owners had signed them.

5/27/2022 I met with Juan Gonzalez and his brother. They are both the sons of Alma Gonzalez. I called them at 10:30 to ask if I could meet with them. They said they would meet me at their mother's house in a few minutes as they had just left. I parked in front of their house and waited only a few minutes before they arrived. We discussed the offer that was being made at this time and I also informed them of the option to have our offer evaluated and we would reimburse them up to \$750 once I was provided with receipts. Both of them indicated that the offer of \$4,900 for a 0.26-acre permanent easement across their mother's property was too low. I told them that I would accept a counteroffer if they had one. They immediately counteroffered with \$15,000.00 and I asked them what they would base this on. They admitted they really didn't have a basis for this number. I then explained to them that if they had a reason for asking for the \$15,000 that I would consider it but requested that they provide justification for whatever amount they counter with. They both understood and accepted this. They informed me that they planned to develop the property and wondered what the impacts of our acquisition would be on their property. They were seeking assistance from an architect for this work. We then discussed the fact that the planning and building department would require them to maintain a 35-foot setback from the new right of way as well as a 150-foot setback from the wetland. They asked if we planned on replacing a culvert located on the west end of their property that crosses under Brooklyn Road. I told them I did not know but would provide an answer once I had a chance to speak with the design engineer. They also asked if we could provide an access approach to their property. I told them that we likely would, and I would have the design engineer add this to the plans. I told them that I felt hopeful we could reach an amicable agreement and let them know I would follow up with them.

6/17/2022 I called Juan Gonzalez and left him a message to return my call.

6/22/2022 I called Juan Gonzalez and spoke with him concerning the offer I had made. He stated his brother still felt that \$15,000.00 was an appropriate counteroffer. I asked him if they had any justification for this number and he said no. I told him that I would need to have some justification for this counteroffer. I also told him that after speaking with the design engineer we would add a driveway approach, but this would be a separate matter from our negotiations. We typically will always provide an approach where one already exists. He said they still needed to consult with their architect in the next couple of days and that he would call me back. I thanked him for his time, and we hung up.

7/6/2022 I called Juan, and the number was busy.

7/8/2022 At 12:54 PM I called Juan and left a message requesting he return my call. I attempted to call again at 3:29 PM and the mailbox was full.

7/12/2022 12:31 PM I called the number for Juan and received a message that the mailbox is full, and I could not leave a message.

7/13/2022 8:25 A.M. I called the number for Juan and received a message that the mailbox is full, and I could not leave a message.

7/14/2022 8:03 A.M I called the number for Juan and received a message that the mailbox is full, and I could not leave a message.

7/15/2022 I called Juan this morning at 7:58 and he answered the phone. He said he had been busy and had been unable to meet with an architect concerning his plans to build on his property. He said he would be meeting with him today and would get back with me either this afternoon or on Monday. I thanked him for this, and we ended the conversation.

7/18/2022 I tried calling Juan this morning at 8:22 and was unable to speak with him or leave a message because the voicemail mailbox was full.

8/9/2022 I tried calling Juan Gonzalez at 4:15 PM and the number was busy.

8/11/2022 I stopped by the home of Alma Gonzalez today and her son Juan was home. I told him that I had been trying to contact him for some time now and he said that his cell phone was not working. I asked him if he was able to get any info from his architect that would assist him in providing the county with a counteroffer. He said he needed more info from me still. He asked for the design height of Brooklyn Rd. and the distances between the wetland buffer and the setback created by the new alignment of Brooklyn Rd.

DATE	ACTIVITIES
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This will help his architect to decide where the new home can be sited as well as how high the foundation must be. He also stated to me that his mother would be willing to sell the property to us for the amount they purchased it for last year. That amount is \$67,000. I told him I would present that offer to the county engineer, Rob Wilson and let him know. I told him I would also be working on providing him the info that his architect requested. He also stated to me that his architect felt our initial offer of \$4,900 was very low. I asked him if he shared the appraisal with the architect and he said he had not. He provided me with a new number to contact him with before I left.

9/8/2022 I tried calling Juan today and was not able to speak with anyone nor leave a message.

9/9/2022 I called this morning and spoke with Juan. He stated that they would accept \$15,000.00 or we could purchase the entire parcel for the amount they bought it for, (\$67,000). I told him I would pass this info on to the County Engineer. At this time I will also convene the Administrative Review Board to consider this counteroffer.

9/14/2022 The ARB met at 10:00 AM. The members of the board are Jill Warne, Commissioner, Norma Tillotson, Prosecutor, Rob Wilson, County Engineer and me. I informed the board of my negotiation attempts and that at this time I was at a stalemate with the Gonzalez family. Their counteroffer is to either sell us the entire parcel for \$67,000.00 or to purchase the ¼ acre in fee for the sum of \$15,000.00. The reason that the Gonzalez family has insisted on \$15,000.00 instead of the initial offer amount of \$4,900.00 is that the acquisition would have an effect on where they can build due to setbacks required through the county planning department. They are uncertain as to the extent of the changes this purchase would have, only that it limits them further on where a structure can be constructed. The board discussed that there is no interest in obtaining the entire parcel at this time. They are only interested in obtaining the ¼ acre as required for the road realignment project. Norma discussed that if we were to exercise eminent domain that we would likely prevail at trial since the project certainly benefits the public and will provide a safer road. She did state that this would possibly take as many as a few years to get through the courts though due to the current backlog. I suggested to the board that I attempt to counter the Gonzalez request initially with an offer of \$10,000.00 and as high as \$15,000.00. The board approved this offer.

9/16/2022 I drove to the Gonzalez home on South Bank Road and personally made the offer of \$10,000.00 for the ¼ acre easement. He then went to his mother who was at home and translated my offer to her. He came back to me and stated they weren't willing to accept this offer and wanted either the \$15,000 for the fee acquisition of 0.25 acres or \$67,000.00 for the purchase of the entire 3.60-acre parcel. I told him that I would relay this back to the board. Once I arrived back in the office, I contacted Norma Tillotson and she advised me to make the final offer of \$15,000.00 for the property since they had already authorized this. I immediately contacted Juan by telephone and made the offer (\$15,000.00) which he accepted. He told me that I could go to his mother's place of employment at Capitol Mall in Olympia and that she would sign the offer letter and deed. I drove to the mall and met with Mrs. Gonzalez. She stated that she had a recent conversation with her real estate agent who advised her to not sign the document until it went to escrow. I tried to explain to her that this did not seem necessary, but she confided to me that she didn't speak English well enough. I told her that it was fine. I would allow her to get help with this and I would call her son the following week. I left the offer letter and deed with her. I also informed her that the deed was changed to reflect that the county was acquiring a fee simple interest now and no longer just an easement which was their request.

9/20/2022 I called Juan and explained the situation with him. He too, felt that there should be a court action involved in this transaction and he was relying on information from his mother's real estate agent. I told him that he could have this agent contact me as well and we agreed to speak later this week.

9/22/2022 I contacted Juan to see if his mom was ready to sign the deed. He stated she was in California and would be returning during the weekend.

9/26/2022 I called Juan at 8:05 AM. He stated his mother was still in California and now expects her back this weekend. I asked him if his mom had spoken with her agent, and he said he did not know. He stated he would call her and then call me back.

10/4/2022 11:22 AM I called Juan, and he said his mother was going to speak with her lawyer today and that she would call me either today or tomorrow. A Guillermo Sabada contacted me by phone (661) 319-2372. He claimed to be a real estate agent in California that was helping Mrs. Gonzalez. He stated that he had advised her to request the transaction to go through escrow and also is now requesting \$30,000.00 for the quarter acre the county is attempting to purchase.

I called and spoke with Juan to confirm this today. He stated that this is now true (\$30,00 and the escrow) . I thanked him for his time and we ended the conversation.

DATE	ACTIVITIES
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10/7/2022 11:00 AM I called Mrs. Gonzalez at (661) 208-6217 and asked her if it was true that she wanted \$30,000? She stated very plainly that she did not agree to the offer of \$15,000 and did in fact want \$30,000.00 I thanked her for her time and informed her that I am attempting to get help with an interpreter and hope to have someone soon that can help us communicate.

11/4/2022 The county entered a contract with LanguageLink, an interpreter service. I used them to communicate with Mrs. Gonzalez by telephone today. I spoke with a Luis initially who is a Spanish speaking interpreter. He was able to make a third-party call with Mrs. Gonzalez. I asked her to confirm her counteroffer of \$30,000.00 and the fact that she is requesting that the acquisition of the additional property rights go through escrow. She did confirm this, and I was able to verify that she understood our last offer of \$15,000.00 and that the county would handle the transaction rather than using a title company to go through escrow. She said she did understand that offer. I then asked her if she was able to justify the amount (\$30,000) that she is countering with. I did not get a response from her on this. I thanked her for her time and told her that I would be discussing this with the Administrative Review Board on how they wish to proceed. I will be asking all of the members of the ARB to provide input or any questions they may have before calling the owner.

11/7/2022 I sent the "County, Transportation Needs and You" brochure to the LanguageLink firm to see what it would cost to translate into Spanish. I have also asked for the ARB to reconvene to consider the next steps in acquiring this last parcel.

11/8/2022 I received a quote back from Language Link for translating the "County, Transportation Needs and You" brochure.

11/9/2022 I requested an additional quote to translate our latest offer letter as well.

11/11/2022 I received the quote back from Language Link for translating both documents and requested they begin the work.

11/22/2022 I received a copy of the translated documents back from Language Link.

11/23/2022 I mailed the translated documents to Mrs. Gonzalez.

11/30/2022 I received a bill from LanguageLink

12/6/2022 I called Mrs. Gonzalez using the translation service. I asked them to dial (661) 208-6217. Mrs. Gonzalez did not answer nor was there an option of leaving a message. I will try to contact her again tomorrow.

12/8/2022 I called Mrs. Gonzalez again using the translation service. I asked them to dial (661) 208-6217. Mrs. Gonzalez did not answer nor was there an option of leaving a message. I also tried calling her son Juan who also did not answer and I did not have the option of leaving a message with him either.

12/8/2022 1:44 PM I called Mrs. Gonzalez again using the translation service. I asked them to dial (661) 208-6217. Mrs. Gonzalez did not answer nor was there an option of leaving a message. I asked the interpreter, "Andrea" if she felt that Mrs. Gonzalez was answering the phone and then simply hanging up as this seemed to be what I was hearing when she dialed Mrs. Gonzalez. I would hear Mrs. Gonzalez phone ringing and then as if someone simply hung up the phone. Andrea confirmed that this was what she assumed to be happening as well. I called her son Juan and was able to speak with him briefly. I asked him if He knew why his mother wasn't taking my calls. He said she was in California on business and was very busy but that he would call her and let her know I was trying to reach her.

12/13/2022 I sent copies of the Revised offer letter (\$15,000.00 for a fee acquisition of 0.26 acres), the approved AOS, and a copy of the "Transportation Property Needs and You" brochure to Mrs. Gonzalez by regular mail.

12/27/2022 I sent a copy of the project description to the Prosecutor's office at their request. They will use this in drafting their letter to Mrs. Gonzalez. The Prosecutor's office provided me with a "Final Offer Letter" to send to Mrs. Gonzalez. I e-mailed a copy of this document along with the AOS to the translation service to have them both translated into Spanish.

12/29/2022 I e-mailed the "Final Offer Letter and the AOS to the translation service again as I was told that they did not receive the previous e-mail.

1/12/2023 I sent an e-mail to the translation service requesting an update on when they will have the documents translated. I received an e-mail back with a quote and a request to approve the quote which I immediately responded to and asked them to begin the work.

DATE	ACTIVITIES
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1/18/2023 I received the translated documents by e-mail and forwarded them to the Prosecutor's office for signatures. They returned them to me, and I printed them out and mailed a copy by certified mail and regular mail to Mrs. Gonzalez. In this letter the Prosecutor is making a "Final Offer" in the amount of \$15,000.00 for a fee acquisition of 0.26 acres.

2/3/2023 I met with Cielia Thurston, Deputy Prosecutor and Norma Tillotson, County Prosecutor today to discuss the situation since no response has been received by Mrs. Gonzalez. Norma suggested requesting an executive session with the board yet waiting another week to have this meeting to give the post office more time to deliver the letter. I spoke with the Postmaster (Troy) in Oakville who told me that they had attempted delivery on January 20, 2023, and asked me if they should attempt one more time. I asked him to please try one more time to deliver the letter.

2/4/2023 Delivery of the certified letter was attempted again today but not made.

2/17/2023 I received the certified letter back from the Post Office.

3/14/2023 An executive session of the Board of County Commissioners was held today regarding how to proceed with this acquisition. I provided the board and the Prosecuting Attorney and her staff with an update of all my efforts to date to acquire the additional rights. The Prosecutor's office will prepare a resolution for the board to consider in initiating condemnation proceedings. The board made no action regarding this issue. I also contacted Epic Land Solutions today to inquire about obtaining an updated and full appraisal along with a review appraisal.

3/16/2023 I contacted Mr. Sabada by phone today to enlist him to help convey to Mrs. Gonzalez the probability of condemnation actions being initiated. I told him that the initial offer was based on an AOS in the amount of \$4,900.00 for a quarter acre easement. I then told him I finally offered \$15,000 which was verbally accepted at first and then refused in a request for \$30,000 in compensation. I told him that I personally believed that an updated appraisal would likely be well below the \$15,000 that was already offered. He said he would try to contact her and have her contact me. I thanked him for his time. I also tried contacting Juan Gonzalez, the son of Alma Gonzalez but was unable to speak with him or leave a message at the number he provided. (360) 890-5343.

3/23/2023 I sent a legal notice posting request to the Daily World in Aberdeen, The Shelton-Mason County Journal and to The Lewis County Chronicle newspaper. The posting is to provide notice that the board will take final action on April 18, 2023 in regards to acquiring the property rights through the use of eminent domain. The request for posting was for the March 30th and April 6th editions of each of the three papers. I also attempted to contact Juan Gonzalez by phone without success.

I then used the Translation service to contact Alma Gonzalez by telephone. She did answer and through the translator I stated the reason for calling her was to first determine why we had heard nothing from her. She stated she was very busy and did not have time to respond. I told her that the county is planning to take Final Action on this matter at a hearing to be held on April 18, 2023. She asked if this was why I was calling. I stated it was, and that I wanted to let her know our Final Offer of \$15,000.00 was still valid. She stated she still wants \$30,000.00 but would be willing to settle for \$25,000.00. I told her that our offer is only for \$15,000.00. Her response indicated that she would then wait for the hearing. I told her that I would mail her a copy of the hearing notice. She did state that she might possibly be gone the date of the scheduled hearing and I informed her that the hearing could be attended by Zoom as well. I also informed her that it is possible that a legal proceeding may end up providing her with significantly less than the \$15,000.00 that we are offering her. I made the statement as a matter of fact and not to coerce her as the final offer is three times what the property was appraised for. I also wish to avoid the burden for all parties to be involved in litigation. I thanked her for taking my call.

I sent the Notice of Final Action to the translation service to be translated into Spanish.

3/29/2023 I received the translated version of the Final Notice back from Language Link. I sent one copy by certified mail and one copy by regular mail to Mrs. Gonzalez at her 2365 South Bank Road Oakville, WA 98568 address. I also sent a copy by certified and one by regular mail to her address in Lakewood that the assessor has on record, (9672 Bridgeport Way SW, Lakewood WA 98499).

I attempted to call her son Juan and the voicemail was full and I was unable to leave a message. I then sent him a text again asking if he could meet me on the property March 31, 2023 at 1 PM.

Juan texted me last night and said he would meet me at the property on Friday, March 31, 2023 at 1 PM.

DATE	ACTIVITIES
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I hereby certify that the written instruments secured and forwarded herewith embody all the considerations agreed upon between me and the property owner; agreement on said instruments was reached without coercion, promises other than those shown in the instruments, or threats of any kind whatsoever by or to either party; I understand that the parcels are to be secured for use in connection with a Federal aid highway project; I have no direct or indirect present or contemplated future personal interest in the parcels or in any benefit from the acquisition of such property.

Agent's Name

Date

COMPLIANCE MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – April 13, 2023
Reporting Period: February 2023 thru April 2023

COMPLIANCE

April 1st, 2023 Submittal Requirements

Annual Certification

CAPP Accomplishments report,
Fish Passage Barrier Removal Cost Report,
Traffic Enforcement Expenditures Cert.,
Marine Navigation and Moorage Cert.

Annual Construction report
Annual Certification for MMS
County Ferry System Report

38 of the 39 counties' required submittals were submitted to CRAB by the April 1st deadline with the exception of Jefferson, which they are considered to be in reasonable compliance.

Bridge Inspection Certification – WAC 136-20-040

The Director of Highways and Local Programs has certified to CRAB that all 39 counties are current and in compliance with inspection requirements but, 7 counties are out of compliance with National Bridge Inspection Standards (NBIS). Specifically, a Federal requirement deadline of December 31, 2022 regarding load rating for Specialized Hauling Vehicles. See attached letter. Those counties are: Clallam, Franklin, Grant, Grays Harbor, Lewis, Pierce, and Yakima.

These counties have failed to meet the deadline for a variety of reasons. However, local agencies have been aware of this requirement since 2012. See the attached corrective action plans for five of the seven counties, Franklin and Pierce came into compliance shortly after contact by CRAB staff.

****Staff recommends to the Board that 34 of the counties receive their Certificate of Good Practice for the calendar year 2022, entitling them to continue to receive their MVFT allocation and, that 5 of the above mentioned 7 counties be issue conditional certificates entitling them to continue to receive their MVFT allocation with the condition that they become compliant with NBIS requirements by December 31st, 2023, those counties being Clallam, Grant, Grays Harbor, Lewis, and Yakima. The six counties shall report quarterly to the CRABoard on their progress, reports due 2 weeks before each Board meeting until complete.***

CERTIFICATION

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.

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

RESOLUTION 2023-004

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

WHEREAS the County Road Administration Board met on April 13-14, 2023 in Olympia, Washington to make such a determination pursuant to an analysis of annual certification questionnaires in accordance with WAC 136-04 by the counties; and

WHEREAS the County Road Administration Board determined that 34 counties were in compliance with the provisions of RCW 36.78.090 and 5 counties were in conditional compliance as they relate to the issuance of Certificates of Good Practice; and

WHEREAS the Director of Highways and Local Programs has certified to CRAB that all 39 counties are current and in compliance with inspection requirements but, 5 counties are out of compliance with National Bridge Inspection Standards (NBIS). Specifically, a federal requirement deadline of December 31, 2022 regarding load rating for Specialized Hauling Vehicles. Those counties are: Clallam, Grant, Grays Harbor, Lewis, and Yakima.

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

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

NOW, THEREFORE, BE IT FURTHER RESOLVED that a Conditional Certificate of Good Practice be transmitted to the State Treasurer on behalf of the following counties and, that the following counties be required to report their progress quarterly towards compliance two weeks before each Board meeting and, they shall be in full compliance by December 31st, 2023:

CLALLAM, GRANT, GRAYS HARBOR, LEWIS, and YAKIMA

Adopted by the CRABoard on April 13, 2023.

CRABoard Chairman
Commissioner Coffman

Executive Director
Jane Wall



Washington State

County Road Administration Board

2404 Chandler Court SW, Suite 240 Olympia, WA 98502

www.crab.wa.gov 360-753-5989

April 17, 2023

Mike Pellicciotti
Washington State Treasurer
Legislative Building
MS: 40200
Olympia, WA 98504-0200

Dear Mr. Pellicciotti:

The County Road Administration Board at its meeting on April 13, 2023, in accordance with RCW 36.78.090, issued Certificates of Good Practice on behalf of 34 of the 39 counties indicated in Resolution 2023-004.

5 counties are out of compliance with National Bridge Inspection Standards (NBIS). Specifically, a federal requirement deadline of December 31, 2022 regarding load rating for Specialized Hauling Vehicles. Those counties are: Clallam, Grant, Grays Harbor, Lewis, and Yakima. These remaining 5 counties were issued Conditional Certificates of Good Practice and are required to report their progress quarterly towards compliance two weeks before each Board meeting and they shall be in full compliance by December 31, 2023, as indicated in Resolution 2023-004.

These counties have submitted all required reports and have been found to be in reasonable compliance with provisions of law relating to county road administration and with the Standards of Good Practice as formulated and adopted by the County Road Administration Board.

Please contact me if you have questions.

Sincerely,

JANE WALL
Executive Director

Enclosures

March 28, 2023

Ms. Jane Wall
Executive Director
County Road Administration Board
2404 Chandler Court SW, Suite 240
Olympia, WA 98502

RE: Status of County Bridge Requirements

Dear Ms. Wall,

This letter is in response to your request dated February 8, 2023 requesting the status of county compliance with the National Bridge Inspection Standards (NBIS). Your request contained three specific items:

1. A list of all county NBI bridges which have not had a regular bridge inspection (routine inspection report) reported within the previous 30 months; and,
2. A list of all county NBI bridges which have not had a required special inspection (all other reportable inspection reports) within six months of the required inspection date; and,
3. A list of counties which are not in compliance with the requirements of the NBIS and the status of efforts toward achieving such compliance.

Regarding items 1 and 2, all counties are in current compliance with NBIS for performing and reporting bridge inspections.

Regarding item 3, there are seven counties currently out of compliance as a result of missing a December 2022 federal deadline to update bridge load ratings for the Notional Rating Load and Specialized Hauling Vehicles. Below is a table indicating the status for each of these counties.

County	Bridges to Be Rated	Total Reportable Bridge Inventory	Status
Clallam	15	33	Four expected to be complete in 2024. Remaining timeline unknown.
Franklin	19	83	In-progress - expected completion April 2023

Ms. Jane Wall
County Road Administration Board
March 28, 2023

County	Bridges to Be Rated	Total Reportable Bridge Inventory	Status
Grant	1	195	In-progress - expected completion April 2023
Grays Harbor	105	184	17 ratings in-progress, remaining timeline unknown
Lewis	162	206	41 structures are deferred, remaining expected completion in 2025
Pierce	4	101	In-progress - expected completion April 2023
Yakima	13	310	In-progress - expected completion April 2023

If you have any questions, please contact Sonia Lowry, Local Programs Bridge Engineer, at LowryS@wsdot.wa.gov or (360) 705-7870.

Sincerely,



Jay Drye, PE
Director
Local Programs

JD:sll:cdm



Washington State

County Road Administration Board

2404 Chandler Court SW, Suite 240 Olympia, WA 98502

www.crab.wa.gov 360-753-5989

April 17, 2023

Commissioner Mary Kuney
WSAC President
206 Tenth Avenue SE
Olympia, WA 98501-1311
CRABoard Appointments

Dear Commissioner Kuney:

It is time again to begin the process to fill the positions of three CRABoard members whose terms expire June 30, 2023.

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

County Engineer Grant Morgan, PE = population less than 30,000
Commissioner Lindsey Pollock = population between 30,000 - 150,000
Commissioner Al French = population greater than 150,000

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

By copy of this letter, I am reminding WSACE President Leticia Neal, PE, that she needs to make available to you two nominations for the position presently occupied by Grant Morgan, PE, or re-appoint him to serve another term.

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

Sincerely,

JANE WALL
Executive Director

Cc: Commissioner Rob Coffman, CRABoard Chair
Leticia Neal, PE, WSACE President
Eric Johnson, WSAC Executive Director

WASHINGTON STATE
**COUNTY ROAD
ADMINISTRATION BOARD**

ACCEPTING NOMINATIONS



**COUNTY
ENGINEER
OF THE YEAR
AWARD**

Open Until Friday, April 28th

NOMINATE AN ENGINEER

Since 1967, the County Road Administration Board has presented a County Engineer of the Year Award to recognize **outstanding performance in engineering expertise, leadership, community engagement and industry involvement.**

We are now accepting nominations for the 2023 County Engineer of Year Award. If you know of a County Engineer who has been doing an exceptional job that deserves recognition, please submit a nomination form on our website **by Friday, April 28th at 5:00pm.**

Who is eligible?

Eligible nominees include Washington's 39 County Engineers, a statutorily required role in each county responsible for all aspects of road department management. A current list of county engineers can be found [here](#).

Who can nominate?

Nominations for the County Engineer of the Year Award can be made by county commissioners, councilmembers, and the WSACE board of directors.

How will the award(s) be presented?

Depending on the merit of the nominations, the award may be divided into a Rural and Urban County Engineer of the Year Award at the discretion of the review committee. The award will be presented during the Engineers Awards Banquet at the 2023 WSACE Annual Conference in Tacoma, WA.

If you have questions, please contact the County Road Administration Board at 360.753.5989.

[NOMINATE AN ENGINEER](#)



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2404 Chandler Ct SW Ste 240 | Olympia, WA 98502 US

This email was sent to jason.bergquist@crab.wa.gov.
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emma

WASHINGTON STATE
**COUNTY ROAD
ADMINISTRATION BOARD**



ACCEPTING NOMINATIONS

**PROJECT/PROGRAM
MANAGER
OF THE YEAR AWARD**

Open Until Friday, April 28th

[NOMINATE A MANAGER](#)

Since 2013, the County Road Administration Board has presented a Project/Program Manager of the Year Award to recognize **outstanding performance, public service, and contributions toward the programs and projects that make a difference in our communities across the state.**

We are now accepting nominations for the 2023 Project/Program Manager of the Year Award. If you know of a manager who has been doing an exceptional job that deserves recognition, please submit a nomination form on our website **by Friday, April 28th at 5:00pm.**

Who is eligible?

Eligible nominees include supervisors, foremen, and/or engineers who managed a project that was completed in 2022 or program that was substantially underway in 2022.

Who can nominate?

Nominations for the Project/Program Manager of the Year Award can be made by county commissioners, councilmembers, public works directors and county engineers.

How will the award(s) be presented?

Depending on the merit of the nominations, the award may be divided into a Program Manager and a Project Manager of the Year Award at the discretion of the review committee. The award will be presented in the county of the award winner(s) during the summer of 2023.

If you have questions, please contact the County Road Administration Board at 360.753.5989.

[NOMINATE A MANAGER](#)



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2404 Chandler Ct SW Ste 240 | Olympia, WA 98502 US

This email was sent to jason.bergquist@crab.wa.gov.
To continue receiving our emails, add us to your address book.

emma

Engineering Division Board Report

April 2023 Meeting

Report Period: January 14, 2023 to April 7, 2023

Engineering Staff Highlights:

Deputy Director – Drew Woods, P.E.

This previous quarter has been primarily occupied with Legislature, process improvement, and training. This legislative session we have had to answer 14 fiscal note requests as well as assist FMSIB on several fiscal notes. There has been other Legislative outreach and contact – primarily regarding the proposed transportation budgets.

Process improvement has been primarily focused on changes to the Rural Arterial Program that can help the counties deliver projects more rapidly while maintaining CRAB's responsibility to insure proper use of the grant funds. As the RAP fund balance continues to grow, we need to find ways to facilitate project delivery and adequate funding of approved projects. This is a project that will take time, outreach, and open communication with the counties to make sure our concerns and the counties needs are both met. Our goal is to have changes ready for Board adoption in October so they are in place when the next call for RAP projects happens in January 2024.

Training continues for both technical and professional needs. In February CRAB provided training on the interaction of the county legislative authority and the office of the county engineer. The training was well attended and will be available for on demand viewing on CRAB's website. We have also begun the process of developing new training for this fall. The new training will focus on the county road levy and an ER&R 101 class.

County Compliance, Support, and Training Manager – Derek Pohle, P.E.

See separate Compliance Manager's Report regarding annual certification and certificates of good practice.

Derek attended The NBIS required NHI Bridge Inspection Refresher Course in February and, Presented to the State Transportation Commission on the State of County Bridges on March 15th. The SmartSimple replacement for CARS is in full swing and various aspects are currently under beta testing.

Grants Program Manager – Steve Johnson, P.E.

Reviewed March revenue forecast and updated Rural Arterial Program (RAP) '23-'25 Project Array for funding of new projects.

Processed numerous requests for RAP project construction extensions, most referencing ongoing staffing issues and related delays.

Reviewed County Arterial Preservation Program (CAPP) Reports that were submitted in CARS

RAP Online replacement with SmartSimple continued and began testing of initial templates.

Design Systems Manager – Brian Bailey

Most of the quarter was spent in preparation for the 2023 Road Design Conference, which CRAB hosted in late March. Minor duties included technical support to the counties during this period.

Attended WSACE Professional Development Training in February.

Road Systems Manager – Mike Clark

For the past 3 months I have been assisting county staff with GIS-Mo refresher training, validating control field work orders, and answering questions in anticipation of the April 1, 2023, Road Log and Pavement Management Certification due date. Based on WAC 36-60-030, all 39 counties were successful in meeting the due date.

On March 21, 2023, CRAB partnered with WSDOT staff on a Freight and Goods Transportation System (FGTS) technical webinar. This was to provide the counties and regional partners instructions on the timeline and submittal process for the 2023 data request. The FGTS designation is updated every two years to meet state legislative requirement.

County Engineer Appointments:

- Benton county appointed Matt Rasmussen, P.E. as the county engineer on March 28th. Mr. Rasmussen was the previous Benton county engineer before being promoted to the Deputy County Administrator position.

County Engineer Vacancy Status (WAC 136-012):

County	Effective Date	Original Six-Month Expiration	Six-Month Extension	Notes
<i>Garfield</i>	March 6, 2023	September 6, 2023	-	Interviewing
<i>Klickitat</i>	January 1, 2023	July 1, 2023	-	Seth Scarola PE interim
<i>Pend Oreille</i>	April 12, 2022	October 12, 2022	April 12, 2023	Don Ramsey PE interim
<i>Thurston</i>	March 17, 2023	September 17, 2023	-	Matt Unzelman PE interim

Jerome Delvin, *District 1*
Shon Small, *District 2*
Will McKay, *District 3*



Jerrod MacPherson
County Administrator
Matt Rasmussen
Deputy County Administrator

Board of County Commissioners

March 28, 2023

Jane Wall, Executive Director
Washington State County Road Administration Board
2404 Chandler Court SW, Ste 240
Olympia, WA 98502-6067

RE: Benton County Engineer

Dear Ms. Wall:

On Tuesday, March 28, 2023, the Board of Benton County Commissioners, via Benton County Resolution No. **2022-667**, appointing Matt Rasmussen as the County Engineer on a permanent, part-time, basis until such a time a full-time replacement can be found.

Benton County currently employs Matt Rasmussen, Deputy County Administrator, whom is a registered and licensed professional engineer, under the laws of this state, and is duly qualified and experienced in highway engineering, and construction. Mr. Rasmussen served as the County Engineer for Benton County from 2015 to 2020.

Matt Rasmussen's contact information is as follows:

Matt Rasmussen, P.E., P.L.S.
Deputy County Administrator
Benton County
620 Market Street
Prosser, WA 99350
Phone (Office/Cell): (509) 786-5600 / (509) 619-8598
Email: matt.rasmussen@co.benton.wa.us

Should you have any further questions, please contact our office at (509) 786-5600.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jerrod MacPherson".

Jerrod MacPherson
Benton County Administrator

County Audit Reviews:

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	8	15	2	Douglas	No
<i>Accountability</i>	5	1	2	Asotin, Ferry	No
<i>Fraud</i>	0	0	0	-	-
<i>Performance</i>	0	0	0	-	-

Douglas Finding– Rd project funding from Covid Relief sources determined not eligible.

Asotin and Ferry management letters – Procurement policies need updating.

Design Systems and Unmanned Aerial Systems (UAS) Update:

The focus of the Design Systems Program this quarter was in preparation and execution of the 2023 Road Design Conference. The conference was held at Campbell’s Resort in Chelan from March 21st through March 24th. This year's conference was sponsored by 11 companies contributing a total of \$21,600 in funding. We had 12 speakers presenting 16 sessions covering a variety of topics including; Civil 3D, Cloud collaboration, UAV data collection, design visualization and construction materials & methods.

The conference was attended by 24 counties, 70 county staff, 4 CRAB Staff, and 30 sponsors, vendors and speakers. This equates to approximately 1,680 hours of training to county staff. A cursory review of the surveys from the conference have yielded mostly positive responses. These surveys will be compiled, and results will be made available to the board prior to the next board meeting.

Learning Management System Update:

CRAB’s Pinnacle Series LMS maintained consistent usage as last quarter. This quarter saw 189 users login to view 818 individual assets and 290 learning path courses. Of the assets accessed, 604 were CRAB’s custom content. This represents 74% of the individual assets consumed this quarter. These numbers represent approximately 240 person-hours of training.

County Visits and Training – Engineering Team:

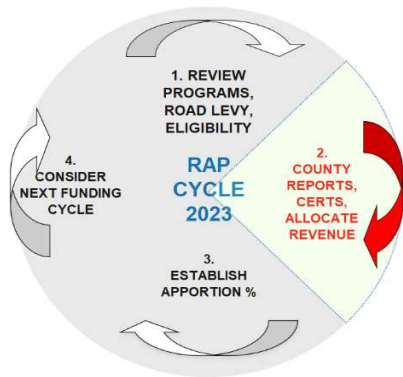
- Jane, Drew and Derek visited Pierce County on January 23rd for an informal county visit and meet and greet with the New Public Works Director and New County Engineer.
- Brian attended the WSACE Professional Development conference in February

- The Engineering Team hosted an online training for “The County Legislative Authority and the Office of the County Engineer”. The class has 29 attendees the first day and 28 attendees on the second day. A recording of the training will be available soon on the CRAB website.
- Derek delivered CARS training on two occasions in February to Skamania County.
- Brian hosted the Road Design Conference in March at Lake Chelan.
- New training is being developed for the fall and winter. The new classes will be on the county road levy and ER&R 101.

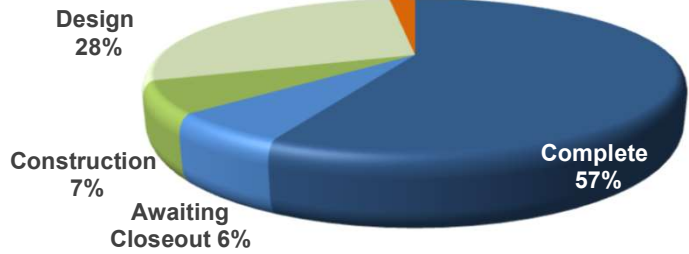
	Drew				Derek				Steve				Brian				Mike				DQAAM				County Totals
	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	
Adams	9								1								3	2							15
Asotin								1					2	1				4							8
Benton					3			1				2	3			2	5								16
Chelan	2				1			3						2		1	2								11
Clallam	2														1	1	5								9
Clark	2				8			2							3	1									16
Columbia	6							1				2	2			3									14
Cowlitz	6				1		1	1					3		1	1									14
Douglas	1				1										1	5									8
Ferry	1				8		1	4					2		2	4									22
Franklin	4				5			1					3		2	1									16
Garfield	6				1		1									1									9
Grant	3				5			1					1		1	3									14
Grays Harbor	2							2					3		1	4									12
Island	1				2							1	5		1	9									19
Jefferson	3											1			1	4									9
King	1				2							1	4		1	4									13
Kitsap	3				1		1					2	4		1	5									17
Kittitas					2			2				1	5		1	3									14
Klickitat					2			2					3		2	1									10
Lewis	3				1											3									7
Lincoln	2				1			1					1			3									8
Mason	2															4									6
Okanogan	5												1			3									9
Pacific	1				2			1							2	3									9
Pend Oreille					4			3					1		3	2									13
Pierce	7	1			3	1		1					6		1	4									24
San Juan	4				1		1						2		1	1									10
Skagit	2				7			1				1			4	8									23
Skamania	2				6	2		1							3	3									17
Snohomish	1				1			1				1			1	8									13
Spokane	3				3		1	1				4	7		1	3									23
Stevens					1			1				1				2									5
Thurston	4			3	3			1							2	1	6								20
Wahkiakum	1						1	2				3				1	2								10
Walla Walla	3				4							1	3			2									13
Whatcom	2				3			3					1		1	5									15
Whitman	5				1			1							1	1									9
Yakima	3				2			1				1	5			2									14
State Agencies				10	4			6							6	1	2								29
National	2																								2
Public					8									23	2										33
Staff Totals	118				107				47				115				191								

RAP Program Status:

RURAL ARTERIAL PROGRAM
April 2023



Projects Funded
No RATA 2009 - 2023
Claimed 2%



PROJECT STATUS:

Billing Phase	'83-'09	'09-'11	'11-'13	'13-'15	'15-'17	'17-'19	'19-'21	Current Biennium '21-'23	TOTAL
Completed	1002	37	2	47	26	21	6		1141
Awaiting Closeout		2		2	5	5	1		15
Some RATA paid	1			1	10	16	32	26	86
No RATA Paid							3	2	5
TOTAL	1003	39	2	50	41	42	42	28	1247

FUND STATUS:

Anticipated Revenue to end of '21 - '23 Biennium:

Fuel tax receipts and interest through June, 2021	644,127,088
Estimated fuel tax, int, Elect Vehicle overages and MVA Transfers July '21 thru June '23	48,524,200
Total estimated revenue	692,651,288

RAP Expenditures to date:

To Completed Projects	607,467,437
To Projects in Design or Under Construction	39,899,155
Administration	14,014,604
Total RATA spent	661,381,196

RAP Obligations:

RATA Balance on Active Projects	99,878,810
RATA \$ yet to allocate to Partially funded projects -	20,777,158
Requests for reimbursement - pending	17,892
Estimated remaining administration through 2021- 2023 biennium	209,185
Total RATA obligated	120,883,045

QTR 1 - 2023 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
January	\$25,607,012.83	\$1,440,354.76	\$48,567.92	(788,645.36)	26	(54,770.13)	\$26,252,520.02
February	\$26,252,520.02	\$1,408,119.03	\$50,696.84	(700,798.05)	26	(54,825.53)	\$26,955,712.31
March	\$26,955,712.31						\$26,955,712.31
TOTALS:		\$2,848,473.79	\$99,264.76	(1,489,443.41)	52	(109,595.66)	

Completed Projects:



McKinney Road is a North/South collector connecting rural and commercial uses to SR-26. The road is encompassed by irrigated farm land, rural residential, and commercial aggregate suppliers. The road is a haul route to move products to market or storage, aggregate to projects, and residential traffic. The road had large areas of pavement distress with 11 ft driving lanes and minimal gravel shoulders.

Adams County
McKinney Rd. #1
2R – 0119-01

Total Project Cost: \$1,551,448
RAP Contribution: \$1,067,400
Local Contribution: \$ 484,048

This was a 2R project (Resurface/Restoration). The roadbed was widened to 30 feet by grinding the existing pavement and widening the shoulders with existing base material. Roadside hazards were mitigated, drainage facilities were replaced where needed, side slopes were improved, and HMA surfacing was placed on cement treated base.



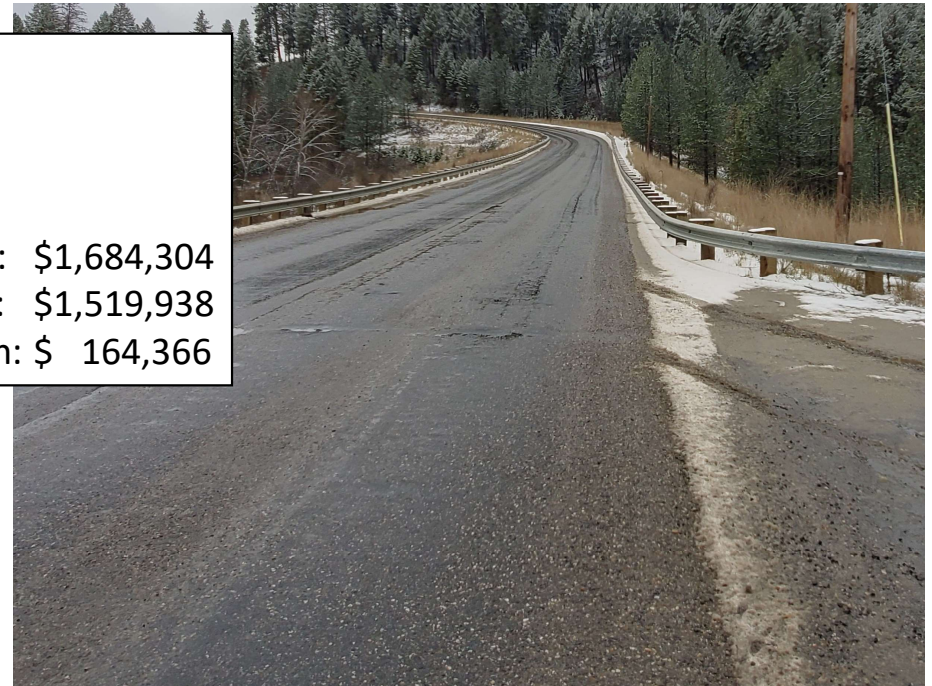


Inchelium Highway is the most traveled Ferry County Road, which connects travelers from North Ferry and Stevens Counties, down along the Kettle River to the Colville Reservation, and south to many more recreation areas along the Columbia River. This highway is important for freight/goods and the logging industry as well.

The road was had sections of base failure, shoulder loss, alligator cracking, potholes, and inadequate guardrail.

Ferry County
Inchelium Hwy
3R – 1014-01

Total Project Cost: \$1,684,304
RAP Contribution: \$1,519,938
Local Contribution: \$ 164,366

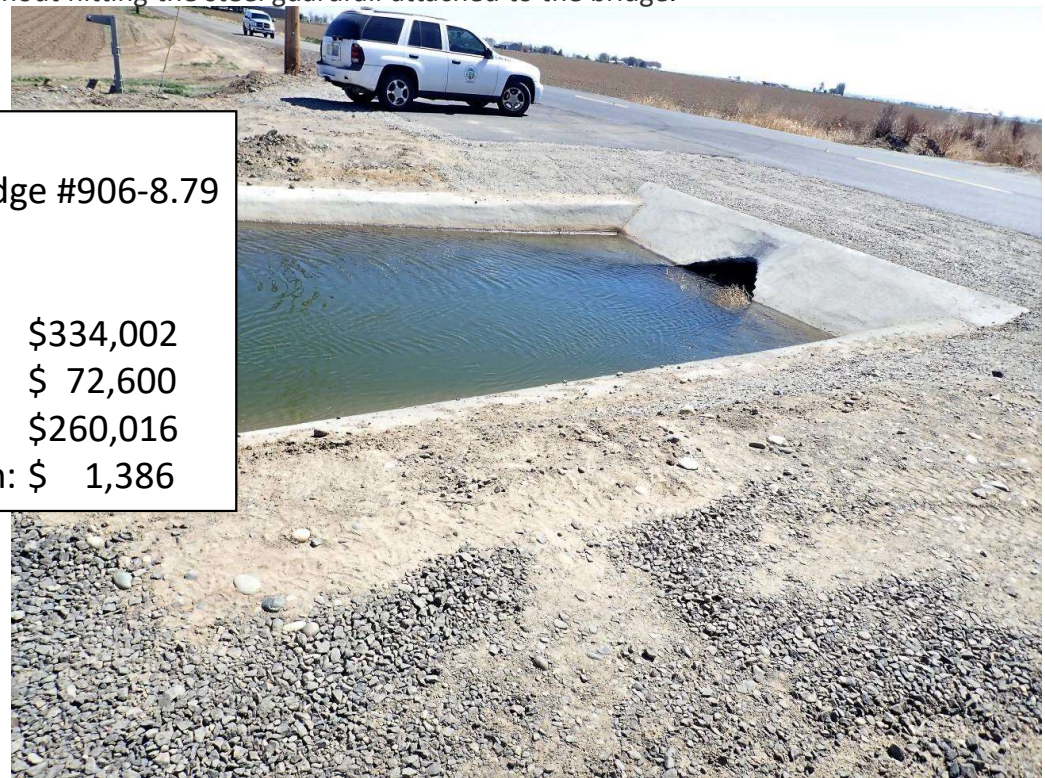


This was a 3R project (Resurface/Restoration/Rehabilitation). 1.64 miles of the road structure was rehabilitated with cement treated base and new paving. Drainage structures and guardrail were replaced as needed.



Selph Landing Bridge was a narrow 23ft long single-span concrete slab / steel girder structure built in 1961 that serves both residential and commercial (farm equipment & truck) traffic.

In 2017, this structure was load restricted for AASHTO trucks & Special Hauling Vehicles (4 to 7 axles) due to the concrete deck having numerous spalls with rusting reinforcing bar exposed on the underside (soffit). Also, there is a County road intersection (Richardson Road) located near the southwest corner of the structure that was hard to negotiate with a truck without hitting the steel guardrail attached to the bridge.



Franklin County
Selph Landing Bridge #906-8.79
FA -1118-03

Total Project Cost: \$334,002
RAP Contribution: \$ 72,600
Fed Contribution: \$260,016
Local Contribution: \$ 1,386

This was a FA project (Federal Aid bridge). Franklin County was awarded \$290,460 in FHWA Bridge grant funds for the replacement of Selph Landing Bridge #906-8.79. The project replaced the existing structure with a 50ft wide arch structure that meets AASHTO & SHV truck legal load requirements and provided a larger turning radius for trucks at Richardson Road intersection.



Cady creek culvert is on N. Shore Road the lifeline to the Tahuya Peninsula.

The existing corrugated metal pipe was corroded and undersized. The inlet would plug up with debris and cause flooding to the adjacent houses.

Mason County
North Shore – Cady Creek
DR – 2317-02

Total Project Cost: \$451,867
RAP Contribution: \$369,315
Local Contribution: \$ 82,552

This was a DR project (Drainage).
The existing CMP was replaced with a concrete box culvert
by county forces.





Great Bend creek culvert is on N. Shore Road the lifeline to the Tahuya Peninsula.

The existing corrugated metal pipe was corroded and undersized. Debris would plug the inlet and cause flooding to the surrounding properties and county road.

Mason County
North Shore – Great Bend
DR – 2319-01

Total Project Cost: \$492,482
RAP Contribution: \$388,873
Local Contribution: \$103,609

This was a DR project (Drainage).
The existing CMP was replaced with a concrete box culvert
by county forces.



Staff Project Actions Taken:

County Road Administration Board – April 13, 2023

Project Actions Taken by CRAB Staff

I. Staff Action Benton County – Construction Extension request for Hanks Road (0317-01)

Benton County requested a construction lapse extension for their Hanks Road Phase 1 RC project. The request is based on delays resulting from the loss of key employees and overall staffing issues. The director forwarded a letter on March 7, 2023 granting a two-year extension for this project, setting a new construction lapsing date of April 27, 2025.

I. Staff Action Columbia County – Construction Extension request for Vernon Smith Bridge (0717-02)

Columbia County requested a construction lapse extension for their Rose Gulch Road – Vernon Smith Bridge FA project. The request is based on delays resulting from the loss of key employees and overall staffing issues, as well as the continuing impact of emergency flood damage repair and related cash flow difficulty. The director forwarded a letter on March 14, 2023 granting a two-year extension for this project, setting a new construction lapsing date of April 27, 2025.

I. Staff Action Wahkiakum County – Construction Extension request for East Valley Road Approach (3517-01)

Wahkiakum County requested a construction lapse extension for their East Valley Road Approach 3R project. The request is based on delays resulting from the loss of key employees and overall staffing issues. The director forwarded a letter on March 20, 2023 granting a two-year extension for this project, setting a new construction lapsing date of April 27, 2025.

Previous Board Actions Update:

County Road Administration Board – April 13, 2023

I. Updates on previous Board actions - Projects

- **Columbia County – Lower Hogeys (0713-02) construction lapse extension to April 2023**
 - The project design remains approximately 70% complete. A consultant has been hired to complete the design. The overall project schedule is aiming for full design completion and advertising for construction, however is unable to meet the April 2023 construction lapse date. The County is requesting another construction extension.
- **Asotin County – Snake River Road project termination and waiver of payback**
 - Asotin County has applied for RATA funding in our current cycle ('23-'25), aiming to construct Phase 1 – a portion of the original project, as well as continue design on Phase 2. They have been approved on the 2023 STIP for the MPO to request additional federal funding to supplement potential CRAB funding. This entire project length will be conducted in four phases, scheduled to be completed within the timeline established in the waiver of payback agreement.
- **Skagit County's Francis Road extension**
 - Skagit County is “federalizing” the Right-Of-Way phase of the project in anticipation of securing federal funding.
 - The County submitted a HSIP grant requesting \$1.5m for construction funding, and should hear later this year regarding award.
 - The County is preparing several other funding strategies to support construction of this project, including Economic Development funding, STBG funding, and use of CAPP funding for eligible portions of construction.

II. Updates on previous Board actions – Emergency Loan Projects

- **Columbia County Emergency Loan for Road, Bridge, and Streambank Repairs damaged in Flooding Event (Original loan of \$500,000)**
 - The amended contract term for the original loan was extended and is due April 2024.
 - The County has been informed that expected flood reimbursement payment should be delivered to the County shortly, allowing them to repay the loan ahead of the due date, however remain waiting for the payment from FEMA.
 - Including simple interest, the single loan amount still due is now \$510,158.33

Current ELP account balance is \$2,557,683.68



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

To: Jane Wall – Executive Director
 County Road Administration Board

From: Bret Skipworth, Senior Financial Consultant
 Department of Enterprise Services

Date: March 20, 2023

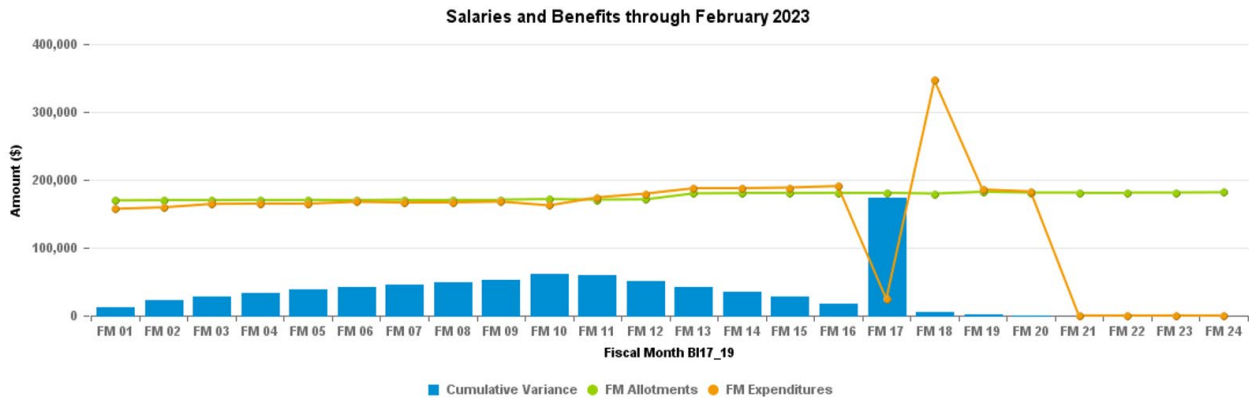
Subject: February 2023 (FM20) Financial Status

The February financial reports show the agency has spent **\$56,788** more authority than planned to date in Fund 108, \$98,119 less authority than planned to date in Fund 186, and **\$13,295** more authority than planned to date in Fund 102.

The following is a brief explanation on the variances between allotment assumptions and the actual expenditures/revenues:

Salaries & Benefits (A&B)

Positive BITD variance of **\$762** cumulative for all three funds. Overall, salaries have been higher than planned due to changes throughout the fiscal year. The benefits have been overall underspent, mostly due to health insurance expenses. So far, this line has been underspent by \$9,910.



Professional Service Contracts (C)

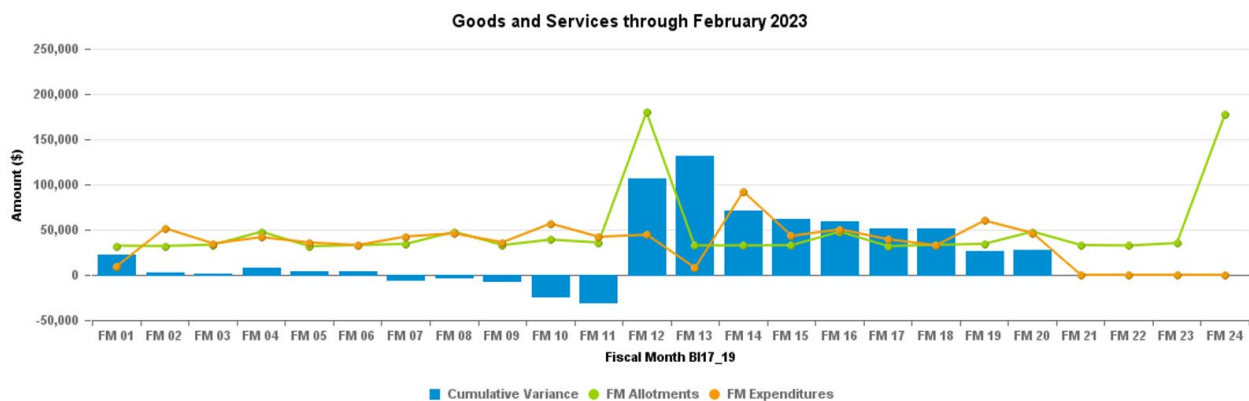
Negative BITD variance of **\$28,155** cumulative for all three funds

- CA – Management and Organizational Services - **\$4,875** overspent – This amount was paid to SBCTC Fund 001 in August 2021 entirely out of Fund 186.
- CD – Computer/Information Services - **\$23,280** overspent – In November this amount was paid to Maul Foster & Alani Inc entirely out of Fund 108.

Goods & Services (E)

Positive BITD variance of **\$27,418** cumulative for all three funds.

- ED – Rent and Leases - \$43,114 underspent – \$9,799 allotted for each month, but actual payments have been \$7,643.
- EG – Employee Professional Development & Training – \$25,099 underspent. Biennium-to-date, \$78,327 was allotted and only \$53,228 has been spent. The February expenses consisted of tuition reimbursement payments, conference registrations, and membership dues.
- EK – Facilities and Services – Overspent **\$13,124** – This overspend is primarily coming from charges for consolidated mail services. When initially planning the budget and allotments, these charges were not planned for.
- EL – Data Processing Services – Overspent **\$35,674** – This overspend comes from two factors. The OFM invoices have been higher than anticipated so far this year and when setting up the allotments, I split a quarterly invoice out to monthly amounts.
- EP – Insurance – Overspent **\$13,746** – This is due to two charges that were not planned for. Some of this is funded in the governor’s budget and we will be provided funding for it. These invoices were for Risk Management APIP Master Property and Commercial Cyber Liability License.
- ER – Other Contractual Services – Overspent **\$26,861** – February consisted of expenses totaling \$9,418. These expenses were paid to Images by Brant LLC and Linda Kleingartner.
- EY – Software Licenses and Maintenance – Underspent \$21,480 – February contained a total credit expenditure **\$2,008**. In February, expenditures were paid to CDW Government Inc, WaTech, ESRI, Microsoft, QR.IO Generator, and Shutterstock. The credit is from the reversal of the January accrual and a reimbursement receivable.



Travel (G)

There is a positive BITD variance of **\$12,976**. Travel has been less than projected, but this was to be expected. January had expenditures totaling \$2,522 for travel.



Grants and Benefits (N) – Grants to Counties

The CAPA Fund 186 has a negative variance of **\$906,888**, our RATA Fund 102 has a \$14,781,841 variance. The projections spreadsheet shows the CAPA Fund with a projected ending amount of **\$1,073,888** based on adjustments made for the anticipated monthly distributions.

If you have any questions or need additional information, feel free to call me at (360) 890-6657 or e-mail me at bret.skipworth@des.wa.gov.

County Road Administration Board Agency Summary - BITD by Fund as of February 2023

Fund 102- Rural Arterial Trust Account Summary

Category	BI Allotment	BITD Allotment	3ITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	800,452	662,160	717,303	(55,143)	83,149
Employee Benefits	252,619	208,087	220,864	(12,777)	31,755
Travel	9,240	7,696	12,136	(4,440)	(2,896)
Capital Outlays	12,290	9,599	1,076	8,523	11,214
Grants, Benefits & Client Services	55,028,000	45,856,664	31,074,888	14,781,776	23,953,112
Goods and Services	80,399	62,952	18,971	43,981	61,428
Sum:	56,183,000	46,807,158	32,045,238	14,761,920	24,137,762

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	34,520	40,028	(5,508)	662,160	717,303	(55,143)
A AA State Classified	34,520	40,028	(5,508)	662,160	717,071	(54,911)
AT Terminal Leave	0	0	0	0	232	(232)
Employee Benefits	11,123	12,645	(1,522)	208,087	220,864	(12,777)
B BA Old Age and Survivors Insurance	2,140	2,411	(271)	41,054	43,350	(2,296)
BB Retirement and Pensions	3,538	4,159	(621)	67,874	73,834	(5,960)
BC Medical Aid & Industrial Insurance	143	142	1	2,860	2,970	(110)
BD Health, Life & Disability Insurance	4,749	5,311	(562)	85,706	89,943	(4,237)
BE Allowances	0	30	(30)	0	600	(600)
BH Hospital Insurance (Medicare)	501	564	(63)	9,598	10,138	(540)
BK Paid Family and Medical Leave	52	28	24	995	28	967
Goods and Services	2,171	958	1,213	62,952	18,971	43,981
EA Supplies and Materials	91	74	17	1,820	1,031	789
EB Communications/Telecommunications	59	0	59	1,166	116	1,050
EC Utilities	95	49	46	1,910	1,461	449
ED Rentals and Leases - Land & Buildings	686	535	151	13,718	10,700	3,018
EE Repairs, Alterations & Maintenance	0	0	0	238	1	237
EF Printing and Reproduction	37	13	24	750	400	350
EG Employee Prof Dev & Training	0	144	(144)	5,106	2,101	3,005
EH Rental & Leases - Furn & Equipment	25	13	12	502	455	47
EJ Subscriptions	0	0	0	203	153	50
EK Facilities and Services	384	0	384	7,617	(0)	7,617
EL Data Processing Services (Interagency)	554	0	554	11,865	(0)	11,865
EM Attorney General Services	30	0	30	601	0	601
EN Personnel Services	198	0	198	3,914	0	3,914
EP Insurance	5	0	5	251	0	251
ER Other Contractual Services	0	0	0	317	3	314
ES Vehicle Maintenance & Operating Cst	0	0	0	700	79	621
EW Archives & Records Management Svcs	0	0	0	84	0	84
EY Software Licenses and Maintenance	0	33	(33)	12,050	2,349	9,701
EZ Other Goods and Services	7	97	(90)	140	122	18
Travel	386	764	(378)	7,696	12,136	(4,440)
C GA In-State Subsistence & Lodging	175	406	(231)	3,500	8,229	(4,729)
GB In-State Air Transportation	0	0	0	0	99	(99)
GC Private Automobile Mileage	47	321	(274)	932	1,238	(306)
GD Other Travel Expenses	18	0	18	348	1,129	(781)
GF Out-of-State Subsistence & Lodging	35	0	35	700	1,204	(504)
GG Out-of-State Air Transportation	12	37	(25)	232	238	(6)
GN Motor Pool Services	99	0	99	1,984	0	1,984
Capital Outlays	0	431	(431)	9,599	1,076	8,523
JA Noncapitalized Assets	0	431	(431)	7,919	1,076	6,843
JB Noncapitalized Software	0	0	0	980	0	980
JC Furnishings & Equipment	0	0	0	700	0	700
Grants, Benefits & Client Services	2,292,833	700,798	1,592,035	45,856,664	31,074,888	14,781,776
D NZ Other Grants and Benefits	2,292,833	700,798	1,592,035	45,856,664	31,074,888	14,781,776
Total Dollars	2,341,033	755,624	1,585,409	46,807,158	32,045,238	14,761,920

Fund 108- Motor Vehicle Account Summary

Category	BI Allotment	BITD Allotment	3ITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,386,528	1,151,976	1,108,494	43,482	278,034
Employee Benefits	413,646	341,510	317,478	24,032	96,168
Professional Service Contracts	0	0	23,280	(23,280)	(23,280)
Travel	96,360	82,244	71,502	10,742	24,858
Capital Outlays	101,102	49,132	61,102	(11,970)	40,000
Grants, Benefits & Client Services	1,456,000	1,456,000	1,456,472	(472)	(472)
Inter Agency/Fund Transfers	2,000,000	2,000,000	2,000,000	0	0
Goods and Services	823,364	624,403	723,525	(99,122)	99,839
Sum:	6,277,000	5,705,265	5,761,853	(56,588)	515,147

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	58,638	58,421	217	1,151,976	1,108,494	43,482
A AA State Classified	38,686	38,126	560	760,604	709,844	50,760
AC State Exempt	19,952	20,295	(343)	391,372	394,459	(3,087)
AT Terminal Leave	0	0	0	0	3,520	(3,520)
AU Overtime and Call-Back	0	0	0	0	671	(671)
Employee Benefits	18,034	17,907	127	341,510	317,478	24,032
B BA Old Age and Survivors Insurance	3,635	3,529	106	69,940	66,900	3,040
BB Retirement and Pensions	6,010	6,070	(60)	118,076	113,750	4,326
BC Medical Aid & Industrial Insurance	218	177	41	5,360	3,799	1,561
BD Health, Life & Disability Insurance	7,232	7,232	0	129,736	117,031	12,705
BE Allowances	0	40	(40)	0	260	(260)
BH Hospital Insurance (Medicare)	851	825	26	16,708	15,679	1,029
BK Paid Family and Medical Leave	88	34	54	1,690	34	1,656
BZ Other Employee Benefits	0	0	0	0	25	(25)
Professional Service Contracts	0	0	0	0	23,280	(23,280)
C CD Computer/Information Services	0	0	0	0	23,280	(23,280)
Goods and Services	36,093	46,523	(10,430)	624,403	723,525	(99,122)
EA Supplies and Materials	949	767	182	18,980	14,168	4,812
EB Communications/Telecommunications	610	389	221	12,190	18,167	(5,977)
EC Utilities	995	514	481	19,906	16,083	3,823
ED Rentals and Leases - Land & Buildings	7,153	5,579	1,574	143,060	111,587	31,473
EE Repairs, Alterations & Maintenance	0	0	0	2,478	34	2,444
EF Printing and Reproduction	391	138	253	7,810	4,171	3,639
EG Employee Prof Dev & Training	11,000	5,464	5,536	57,496	45,105	12,391
EH Rental & Leases - Furn & Equipment	141	136	5	5,728	5,942	(214)
EJ Subscriptions	0	0	0	2,117	4,223	(2,106)
EK Facilities and Services	4,498	6,779	(2,281)	87,497	130,010	(42,513)
EL Data Processing Services (Interagency)	6,117	10,954	(4,837)	130,525	211,967	(81,442)
EM Attorney General Services	300	0	300	6,171	2,121	4,050
EN Personnel Services	2,234	3,081	(847)	42,126	62,581	(20,455)
EP Insurance	55	81	(26)	2,549	17,262	(14,713)
ER Other Contractual Services	0	9,418	(9,418)	3,249	31,193	(27,944)
ES Vehicle Maintenance & Operating Cst	1,650	0	1,650	6,300	826	5,474
EW Archives & Records Management Svcs	0	362	(362)	764	1,227	(463)
EY Software Licenses and Maintenance	0	1,845	(1,845)	74,581	45,582	28,999
EZ Other Goods and Services	0	1,016	(1,016)	876	1,277	(401)
Travel	3,529	979	2,550	82,244	71,502	10,742
G GA In-State Subsistence & Lodging	1,825	(0)	1,825	36,500	27,834	8,666
GB In-State Air Transportation	0	0	0	0	1,035	(1,035)
GC Private Automobile Mileage	487	(302)	789	9,732	10,267	(535)
GD Other Travel Expenses	183	0	183	3,648	2,365	1,283
GF Out-of-State Subsistence & Lodging	0	0	0	8,760	5,290	3,470
GG Out-of-State Air Transportation	0	390	(390)	2,920	3,798	(878)
GN Motor Pool Services	1,034	891	143	20,684	20,914	(230)
Capital Outlays	0	4,497	(4,497)	49,132	61,102	(11,970)
JA Noncapitalized Assets	0	4,497	(4,497)	31,612	61,102	(29,490)
JB Noncapitalized Software	0	0	0	10,220	0	10,220

JC	Furnishings & Equipment	0	0	0	7,300	0	7,300
Inter Agency/Fund Transfers		0	0	0	2,000,000	2,000,000	0
MB	Interfund Operating Transfers Out	0	0	0	2,000,000	2,000,000	0
Grants, Benefits & Client Services		0	0	0	1,456,000	1,456,472	(472)
NZ	Other Grants and Benefits	0	0	0	1,456,000	1,456,472	(472)
Total Dollars		116,294	128,327	(12,033)	5,705,265	5,761,853	(56,588)

Fund 186- County Arterial Preservation Acct Summary

Category	BI Allotment	BITD Allotment	3ITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,039,125	860,443	862,145	(1,702)	176,980
Employee Benefits	325,920	268,677	265,807	2,870	60,113
Professional Service Contracts	0	0	4,875	(4,875)	(4,875)
Travel	26,400	22,536	15,861	6,675	10,539
Capital Outlays	55,000	31,000	3,284	27,716	51,716
Grants, Benefits & Client Services	44,653,000	38,103,500	39,010,572	(907,072)	5,642,428
Goods and Services	246,555	184,557	101,998	82,559	144,557
Sum:	46,346,000	39,470,713	40,264,543	(793,830)	6,081,457

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	44,618	40,713	3,905	860,443	862,145	(1,702)
A AA State Classified	44,618	40,713	3,905	860,443	861,913	(1,470)
AT Terminal Leave	0	0	0	0	232	(232)
Employee Benefits	14,299	13,014	1,285	268,677	265,807	2,870
B BA Old Age and Survivors Insurance	2,767	2,447	320	53,360	52,029	1,331
BB Retirement and Pensions	4,576	4,230	346	88,215	88,722	(507)
BC Medical Aid & Industrial Insurance	184	149	35	3,680	3,106	574
BD Health, Life & Disability Insurance	6,058	5,537	521	109,654	108,212	1,442
BE Allowances	0	50	(50)	0	1,540	(1,540)
BH Hospital Insurance (Medicare)	647	572	75	12,478	12,168	310
BK Paid Family and Medical Leave	67	29	38	1,290	29	1,261
Professional Service Contracts	0	0	0	0	4,875	(4,875)
CA Management and Organizational Services	0	0	0	0	4,875	(4,875)
Goods and Services	9,551	(1,243)	10,794	184,557	101,998	82,559
C EA Supplies and Materials	260	210	50	5,200	3,080	2,121
EB Communications/Telecommunications	167	0	167	3,340	330	3,010
EC Utilities	273	141	132	5,452	4,174	1,278
ED Rentals and Leases - Land & Buildings	1,960	1,529	431	39,194	30,572	8,622
EE Repairs, Alterations & Maintenance	0	0	0	679	10	669
EF Printing and Reproduction	107	38	69	2,140	1,143	997
EG Employee Prof Dev & Training	3,000	410	2,590	15,725	6,022	9,703
EH Rental & Leases - Furn & Equipment	39	37	2	1,568	1,299	269
EJ Subscriptions	0	0	0	580	438	142
EK Facilities and Services	1,095	0	1,095	21,772	0	21,772
EL Data Processing Services (Interagency)	1,581	0	1,581	33,903	(0)	33,903
EM Attorney General Services	86	0	86	1,717	0	1,717
EN Personnel Services	567	0	567	11,177	(0)	11,177
EP Insurance	16	0	16	711	(0)	711
ER Other Contractual Services	0	0	0	778	9	769
ES Vehicle Maintenance & Operating Cst	400	0	400	1,800	226	1,574
EW Archives & Records Management Svcs	0	0	0	206	0	206
EY Software Licenses and Maintenance	0	(3,886)	3,886	38,375	55,595	(17,220)
EZ Other Goods and Services	0	278	(278)	240	(900)	1,140
Travel	966	779	187	22,536	15,861	6,675
GA In-State Subsistence & Lodging	500	406	94	10,000	10,563	(563)
GB In-State Air Transportation	0	0	0	0	283	(283)
GC Private Automobile Mileage	133	267	(134)	2,668	2,441	227
GD Other Travel Expenses	50	0	50	1,000	1,215	(215)
GF Out-of-State Subsistence & Lodging	0	0	0	2,400	680	1,720
GG Out-of-State Air Transportation	0	107	(107)	800	680	120
GN Motor Pool Services	283	0	283	5,668	0	5,668
Capital Outlays	0	1,232	(1,232)	31,000	3,284	27,716

JA	Noncapitalized Assets	0	1,232	(1,232)	26,200	3,284	22,916
JB	Noncapitalized Software	0	0	0	2,800	0	2,800
JC	Furnishings & Equipment	0	0	0	2,000	0	2,000
Grants, Benefits & Client Services		1,637,374	997,115	640,260	38,103,500	39,010,572	(907,072)
NZ	Other Grants and Benefits	1,637,374	997,115	640,260	38,103,500	39,010,572	(907,072)
Total Dollars		1,706,808	1,051,609	655,199	39,470,713	40,264,543	(793,830)

Fund 26P- Move Ahead WA Account Summary

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>3ITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Grants, Benefits & Client Services	10,000,000	10,000,000	10,000,000	0	0
Sum:	10,000,000	10,000,000	10,000,000	0	0

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Grants, Benefits & Client Services	0	0	0	10,000,000	10,000,000	0
NZ Other Grants and Benefits	0	0	0	10,000,000	10,000,000	0
Total Dollars	0	0	0	10,000,000	10,000,000	0



EXPEDITED RULE MAKING

CR-105 (December 2017) (Implements RCW 34.05.353)

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: March 17, 2023

TIME: 10:07 AM

WSR 23-07-093

Agency: County Road Administration Board

Title of rule and other identifying information: (describe subject) WAC 136-03 – Public Access to Information and Records. Updates to bring the County Road Administration Board’s WAC for Public Records Act requests current.

Purpose of the proposal and its anticipated effects, including any changes in existing rules: Changes made will bring the County Road Administration Board’s procedures, as codified in WAC, to the current requirements. This chapter of WAC was last updated in 1998.

Reasons supporting proposal: Need to bring the County Road Administration Board’s administrative procedures for Public Records Act requests to current requirements as specified in RCW 42.56. Specifically RCW 42.56.040 – Duty to Publish Procedures.

Statutory authority for adoption: RCW 36.78.050; RCW 42.56.040

Statute being implemented: RCW 42.56 – Public Records Act

Is rule necessary because of a:

- | | | |
|-------------------------|------------------------------|--|
| Federal Law? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Federal Court Decision? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| State Court Decision? | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

If yes, CITATION:

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

- Private
 Public
 Governmental

Name of agency personnel responsible for:

	Name	Office Location	Phone
Drafting:	Drew Woods	2404 Chandler Ct SW, Suite 240; Olympia, WA 98502	360.753.5989
Implementation:	Jason Bergquist	2404 Chandler Ct SW, Suite 240; Olympia, WA 98502	360.753.5989
Enforcement:	Jane Wall	2404 Chandler Ct SW, Suite 240; Olympia, WA 98502	360.753.5989

Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters: None

Expedited Adoption - Which of the following criteria was used by the agency to file this notice:

- Relates only to internal governmental operations that are not subject to violation by a person;
- Adopts or incorporates by reference without material change federal statutes or regulations, Washington state statutes, rules of other Washington state agencies, shoreline master programs other than those programs governing shorelines of statewide significance, or, as referenced by Washington state law, national consensus codes that generally establish industry standards, if the material adopted or incorporated regulates the same subject matter and conduct as the adopting or incorporating rule;
- Corrects typographical errors, make address or name changes, or clarify language of a rule without changing its effect;
- Content is explicitly and specifically dictated by statute;
- Have been the subject of negotiated rule making, pilot rule making, or some other process that involved substantial participation by interested parties before the development of the proposed rule; or
- Is being amended after a review under RCW 34.05.328.

Expedited Repeal - Which of the following criteria was used by the agency to file notice:

- The statute on which the rule is based has been repealed and has not been replaced by another statute providing statutory authority for the rule;
- The statute on which the rule is based has been declared unconstitutional by a court with jurisdiction, there is a final judgment, and no statute has been enacted to replace the unconstitutional statute;
- The rule is no longer necessary because of changed circumstances; or
- Other rules of the agency or of another agency govern the same activity as the rule, making the rule redundant.

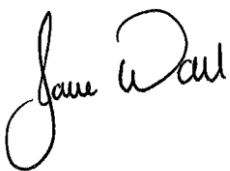
Explanation of the reason the agency believes the expedited rule-making process is appropriate pursuant to RCW 34.05.353(4): This change will bring the County Road Administration Board's policies and procedures for Public Records Act requests into compliance with RCW 42.56. Changes fix out-of-date references to RCW, formatting to current code reviser office standards, and internal roles in processing Public Records Act requests.

NOTICE

THIS RULE IS BEING PROPOSED UNDER AN EXPEDITED RULE-MAKING PROCESS THAT WILL ELIMINATE THE NEED FOR THE AGENCY TO HOLD PUBLIC HEARINGS, PREPARE A SMALL BUSINESS ECONOMIC IMPACT STATEMENT, OR PROVIDE RESPONSES TO THE CRITERIA FOR A SIGNIFICANT LEGISLATIVE RULE. IF YOU OBJECT TO THIS USE OF THE EXPEDITED RULE-MAKING PROCESS, YOU MUST EXPRESS YOUR OBJECTIONS IN WRITING AND THEY MUST BE SENT TO

Name: Drew Woods – Deputy Director
Agency: County Road Administration Board
Address: 2404 Chandler Court SW
Phone: 360.753.5989
Fax:
Email: drew.woods@crab.wa.gov
Other:

AND RECEIVED BY (date) May 22, 2023

Date: March 14, 2023	Signature: 
Name: Jane Wall	
Title: Executive Director	

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

WAC 136-03-010 Purpose and authority. The purpose of this chapter is to establish rules for compliance by the Washington county road administration board with the provisions of chapter 42.56 RCW (~~((42.17.250 through 42.17.340))~~) dealing with public records. This chapter describes the places at which, the employees from whom, and the methods whereby persons may obtain information, make submittals or requests, or obtain copies of agency decisions. Other chapters in Title 136 WAC describe the general course and method of the board's operations and the nature and requirements of all ~~((of))~~ its formal and informal procedures. For a description of the board's organization, see chapter 136-01 WAC.

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

WAC 136-03-020 Public records officer. The board's public records officer shall be the executive assistant to the county road administration board. The public records officer shall be officed at 2404 Chandler Court S.W., Suite 240, Olympia, Washington. The public records officer shall be responsible for:

(1) Implementation of chapter 42.56 RCW (~~((42.17.250 through 42.17.340))~~) and ~~((these rules and regulations))~~ this chapter regarding release of public records;

(2) Coordinating staff efforts of the county road administration board in this regard; and

(3) Ensuring compliance of the staff with ~~((RCW 42.17.250 through 42.17.340 and these regulations))~~ chapter 42.56 RCW and this chapter.

~~((The public records officer shall establish and maintain the index system required by RCW 42.17.260(4).))~~

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

WAC 136-03-030 Public records available. ~~((All public records of the county road administration board not exempted by RCW 42.17.310, or other statute which exempts or prohibits disclosure (see RCW 47.17.260(1)), shall be available for public inspection and copying pursuant to these rules.))~~ Public records shall be available for inspection and copying from 9:00 a.m. to noon and from 1:00 p.m. to 3:30 p.m. Monday through Friday, excluding legal holidays.

WAC 136-03-040 Requests for public records. ((Public records of the county road administration board shall be obtainable by persons who comply with the following procedures:

(1) A written request for public records shall be addressed to the public records officer. Such request shall include the following:

(a) The name of the person requesting the records (requestor).

(b) The calendar date on which the request was made.

(c) If the requested records are referenced in the current index maintained by the county road administration board, a reference to the requested record as it is described in such current index.

(d) If the requested records are not referenced in the current index, a statement that identifies the specific records requested.

(e) Where the requested records might be used for such a purpose, a verification that the records requested shall not be used to compile a commercial sales list.

(2) The public records officer shall inform the requestor whether and when the requested records will be available for inspection or copying at 2404 Chandler Court S.W., Suite 240, Olympia, Washington. If the requestor asks that the records be mailed to him or her, the public records officer shall do so, provided the records can be copied and sent without unreasonably disrupting the operations of the county road administration board, as provided in RCW 42.17.270.

(3) When it appears that a request for a record is made by or on behalf of a party to a lawsuit or a controversy to which the county road administration board is also a party (or when such a request is made by or on behalf of an attorney for such a party) the request shall be referred to the assistant attorney general assigned to the county road administration board for appropriate response.))

(1) Website records: Persons seeking public records of the county road administration board under the act are strongly encouraged to, before submitting a records request, first review the board's website at www.crab.wa.gov.

(2) Public Records Act requests: Public Records Act requests to the board must be sent or submitted only to the public records officer in the Olympia office, in one of the following ways:

Online form: www.crab.wa.gov/

Email: publicrecords@crab.wa.gov

U.S. Mail or Delivery:

County Road Administration Board

2404 Chandler Ct. S.W., Suite 240

Olympia, WA 98502

Requestors are strongly encouraged to make requests in writing. Requestors are encouraged to use the online Public Records Act request form, which, once completed, is automatically submitted to the board's public records officer. The board accepts in-person requests at the Olympia office during normal office hours, 9:00 a.m. to noon and 1:00 p.m. to 3:30 p.m. Monday through Friday, excluding holidays and days the agency is closed. If the agency receives an oral request, the agency will reduce the request in writing and verify in writing with the requestor that it correctly memorialized the request.

Communications seeking agency records, but which are sent or provided to unauthorized staff will not be accepted as or processed as

Public Records Act requests. The agency will process such communications as general informal inquiries, general correspondence, general requests for information, or discovery, as appropriate. The requestor may resubmit their request to the public records officer.

This Public Records Act request procedure provides the fullest assistance to requestors by:

(a) Establishing a uniform point of contact for all Public Records Act requests to the agency and related inquiries, consistent with the public records officer contact information published in the *Washington State Register*, and pursuant to RCW 42.56.580; and

(b) Enabling the agency to promptly distinguish Public Records Act requests as high volume of other daily communications to the agency on multiple topics, so as to enable appropriate responses and thereby avoid excessive interference with other essential agency functions as provided in RCW 42.56.100; and

(c) Ensuring that records requests submitted under the act are centrally reviewed during business hours by the public records officer or designee, so the agency may more efficiently assign a tracking number to the request, log it in, review it, provide an initial or other response within five business days after receipt as provided in RCW 42.56.520, and otherwise timely process the request pursuant to the act and these rules.

(3) The public records officer will oversee compliance with the act, but a designee may process the request. The public records officer or designee and the agency will provide the fullest assistance to requestors; ensure that public records are protected from damage or disorganization; and prevent fulfilling public records requests from causing excessive interference with essential functions of the agency. More information about submitting public records requests to the agency is in this chapter and on the board's website.

NEW SECTION

WAC 136-03-045 Response to public records act requests. (1)

General. The agency shall respond promptly to requests for records made under chapter 42.56 RCW, the Public Records Act. Within five business days of receiving a Public Records Act request, the agency will assign the request a tracking number and log it in. The public records officer or designee will evaluate the request according to the nature of the request, clarity, volume, and availability of requested records.

(2) **Response.** Following the initial evaluation of the request, and within five business days of receipt of the request, the public records officer or designee will do one of the following:

(a) Make the records available for inspection or copying including:

(i) If copies are available on the agency's website, provide an internet address and link on the website to specific records requested;

(ii) If copies are requested and payment of a deposit for the copies, if any, is made or other terms of payment agreed upon and satisfied, send the copies to the requestor.

(b) Acknowledge receipt of the request and provide a reasonable estimate of when records or an installment of records will be availa-

ble (the public records officer or designee may revise the estimate of when records will be available).

(c) Acknowledge receipt of the request and ask the requestor to provide clarification for the request or part of a request that is unclear, to provide, to the greatest extent possible, a reasonable estimate of the time the agency will require to respond to the unclear request or unclear part of a request if it is not clarified.

(i) Such clarification may be requested and provided by telephone and memorialized in writing, or by email or letter;

(ii) If the requestor fails to respond to a request for clarification and the entire request is unclear, the agency need not respond to it. The agency will respond to those portions of a request that are clear.

(d) Deny the request.

(3) **Additional time to respond.** Additional time for the agency to respond to a request may be based upon the need to clarify the request, locate and assemble the records requested, notify third persons or agencies affected by the request, or determine whether any of the information requested is exempt and that a denial should be made as to all or a part of the request.

(4) (a) **Communication encouraged.** If the requestor has not received a response in writing or has questions or concerns regarding the records request, the requestor is encouraged to contact the public records officer.

(b) **Reasonable estimate of time or costs.** The agency will provide an estimate of the time required to respond to the request, and may provide an estimate of copying costs pursuant to a specific request seeking an estimate of cost. If the requestor believes the amount of time or estimated costs stated are not reasonable, the requestor may petition the public records officer for a formal review under WAC 136-03-090.

(5) **Third-party notice.** In the event that the requested records contain information that may affect rights of others and may be exempt from disclosure, the public records officer or designee may, prior to providing the records, give notice to such others whose rights may be affected by the disclosure under RCW 42.56.540. Such notice should be given so as to make it possible for those other persons to contact the requestor to revise their request, or, if necessary, seek an order from a court to prevent or limit the disclosure. The notice to the affected persons will include a copy of the request.

(6) **Exemptions from disclosure.** Some records are exempt from disclosure, in whole or in part. If the agency believes that a record or part of a record is exempt from disclosure and should be withheld, the public records officer or designee will state the specific exemption and provide a brief written explanation of why the record or a portion of the record is being withheld. If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the public records officer or designee will redact the exempt portions, provide the nonexempt portions, and indicate to the requestor why portions of the record are being redacted.

(7) **Inspection of records.**

(a) Consistent with other demands, the agency shall provide space to inspect public records at a location designated by the agency. No member of the public may remove a document from the viewing area or disassemble or alter any document. The requestor shall indicate which documents they wish the agency to copy.

(b) The requestor must claim or review the assembled records within 30 days of the agency's notification to them that the records are available for inspection or copying. The agency will notify the requestor in writing of this requirement and inform the requestor that they should contact the agency to make arrangements to claim or review the records. If the requestor or a representative of the requestor fails to claim or review the records within the 30 day period or make other arrangements, the agency may close the request and refile the assembled records. Multiple public records requests from the same requestor can be processed in a manner so as not to interfere with essential agency functions, including processing records requests from other requestors.

(8) **Providing copies of records.** After inspection is complete, and the requestor asks for copies of some or all of the inspected records, or where copies are otherwise requested by the requestor, the public records officer or designee shall make the requested copies or arrange for copying.

(a) Where the agency charges for copies, the requestor must pay for the copies prior to the copies being provided to the requestor.

(b) Electronic records will be provided as a link to the records on the agency's website if the records are located on the website, or in a format used by the agency and which is generally commercially available. Records will generally not be provided by email, particularly for larger records responses with multiple records, or where records may not be successfully delivered or received via the agency's or the requestor's email systems.

(9) **Providing records in installments.** When the request is for a large number of records, the public records officer or designee will provide access for inspection and copying in installments, if they reasonably determine that it would be practical to provide the records in that way. If, within 30 days, the requestor fails to inspect or pay for the entire set of records or one or more of the installments, the public records officer or designee may stop searching for or producing the remaining records and close the request.

(10) **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the public records officer or designee will indicate that the agency has completed a reasonable search for the requested records and made any located nonexempt records available for inspection.

(11) **Closing withdrawn or abandoned request.** When the requestor either withdraws the request, or fails to clarify an entirely unclear request, or fails to fulfill their obligations to inspect the records, pay the deposit, pay the required fees for an installment, or make final payment for the requested copies, the public records officer or designee will close the request and, unless the agency has already indicated in previous correspondence that the request would be closed under the above circumstances, indicate to the requestor that the agency has closed the request.

(12) **Later discovered documents.** If, after the agency has informed the requestor that it has provided all available records, the agency becomes aware of additional responsive documents existing at the time of the request, it will promptly inform the requestor of the additional documents and provide them on an expedited basis.

WAC 136-03-060 ((Inspection and) Copying ((costs) fees—Pay-ments. ((1) No fee shall be charged for inspection of public records.

~~(2) The county road administration board shall impose a reasonable charge for providing copies of public records and for the use by any person of agency equipment to copy records; such charges shall not exceed the amount necessary to reimburse the county road administration board for its actual costs incident to such copying. Actual costs shall include:~~

~~(a) The labor and overhead costs of staff associated with responding to the request;~~

~~(b) Computer and/or copying machine costs and overhead; and~~

~~(c) Paper and/or other duplicating medium costs.)~~

(1) The following copy fees and payment procedures apply to requests to the agency under chapter 42.56 RCW.

(2) Pursuant to RCW 42.56.120 (2) (b), the agency is not calculating all actual costs for copying records because to do so would be unduly burdensome for the following reasons:

(a) The agency does not have the resources to conduct a study to determine all its actual copying costs;

(b) To conduct such a study would interfere with other essential agency functions; and

(c) Through the 2017 legislative process, the public and requestors have commented on and been informed of authorized fees and costs, including for electronic records, provided in RCW 42.56.120 (2) (b) and (c), (3), and (4).

(3) The agency will charge for copies of records pursuant to the default fees in RCW 42.56.120 (2) (b) and (c). The agency will charge for customized services pursuant to RCW 42.56.120(3). Under RCW 42.56.130, the agency may charge other copying fees authorized by statutes outside of chapter 42.56 RCW. The agency may enter into an alternative fee agreement with a requestor under RCW 42.56.120(4). The charges for copying methods used by the agency are summarized in the fee schedule available on the agency's website at www.crab.wa.gov.

(4) Requestors are required to pay for copies in advance of receiving records. Fee waivers are an exception and are available for some small requests under the following conditions:

(a) It is within the discretion of the public records officer to waive copying fees when:

(i) All of the records responsive to an entire request are paper copies only and are 25 or fewer pages; or

(ii) All of the records responsive to an entire request are electronic and can be provided in a single email with attachments of a size totaling no more than the equivalent of 100 printed pages. If that email for any reason is undeliverable, records will be provided through another means of delivery, and the requestor will be charged in accordance with this rule.

(b) Fee waivers are not applicable to records provided in installments.

(5) The public records officer may require an advance deposit of 10 percent of the estimated fees when the copying fees for an installment or entire request, or customized service charge, exceeds \$25.

(6) All required fees must be paid in advance of release of the copies or an installment of copies, or in advance of when a deposit is required. The agency will notify the requestor when payment is due.

(7) Payment should be made by check or money order to the county road administration board. The agency prefers not to receive cash. For cash payments, it is within the public records officer's discretion to determine the denomination of bills and coins that will be accepted.

(8) The agency will close a request when a requestor fails by the payment date to pay in the manner prescribed for records, an installment of records, or a required deposit.

NEW SECTION

WAC 136-03-081 Exemptions. (1) The Public Records Act provides that a number of types of documents are exempt from public inspection and copying. In addition, documents are exempt from disclosure if any "other statutes" exempts or prohibits disclosure. The attorney general's office maintains a list of exemptions commonly applicable to records which can be found on the attorney general's office website www.atg.wa.gov. Requestors should view this list to be aware of some of the exemptions, some of which are outside of the Public Records Act, that restrict the availability of some records held by the agency including, but not limited to, attorney-client privilege and work product doctrine.

(2) The agency is prohibited by statute from disclosing lists of individuals for commercial purposes.

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

WAC 136-03-090 Review of denial of public records request, estimates of time, estimates of cost. (~~((1) Any person who objects to the denial of a request for a public record may petition the public records officer for prompt review of such decision by tendering a written request for review. The written request shall specifically refer to the written statement by the public records officer or other staff member which constituted or accompanied the denial.~~

~~(2) If the public records officer decides to affirm the denial, then the written request for review shall immediately be referred to the assistant attorney general assigned to the county road administration board. The assistant attorney general shall promptly consider the matter and either affirm or reverse such denial. In any case, the request shall be returned with a final decision within two business days following the original denial.~~

~~(3) Administrative remedies shall not be considered exhausted until the public records officer has returned the petition with a decision or until the close of the second business day following denial of inspection, whichever occurs first.)~~

(1) The requestor is encouraged to communicate with the public records officer or assigned designee regarding denials of public records requests, estimates of time, or estimates of costs. If the re-

questor remains unsatisfied, the requestor may seek formal review of the issue.

(2) Any person who objects to the agency's denial or partial denial of a request for a public record or contends an estimate of time to provide records or copying costs to provide records is not reasonable, may petition for prompt review of such decision by submitting a written request for a formal internal administrative review to the public records officer.

(3) The written request for formal review shall specifically refer to the written statement by the public records officer or designee which constituted or accompanied the denial or estimate.

(4) The request for formal review is to be directed to:

Executive Director
County Road Administration Board
2404 Chandler Ct. S.W., Suite 204
Olympia, WA 98502

(5) After receiving a written request for formal review of a decision denying a public record or estimate, the public records officer or designee denying the request shall refer it to the executive director. The agency will, within two business days following receipt of written request, respond with an estimate of time to consider the matter. Following such review, the executive director will either affirm, reverse, or amend the denial or estimate.

(6) For purposes of WAC 136-03-115, the agency shall have concluded a public record is exempt from disclosure only after the review conducted under this section has been completed.

NEW SECTION

WAC 136-03-115 Requests for review. A person may request that the attorney general's office conduct a review pursuant to RCW 42.56.530 of the agencies denial of records requested. Requests for such review shall be directed to the attorney general's office in accordance with WAC 44-06-160.

REPEALER

The following sections of the Washington Administrative Code are repealed:

WAC 136-03-050	Availability for public inspection and copying of public records—Office hours.
WAC 136-03-070	Protection of public records.
WAC 136-03-080	Denial of request.
WAC 136-03-100	Records index.
WAC 136-03-110	Availability.



Mission: Ensure the success and accountability of all Washington county road departments
 Vision: Recognized national leader in trusted, effective, visionary transportation administration
 Together We Value: Collaboration, innovation, service, leadership, integrity, accountability, diversity and inclusion

A
Jane
Create a legislative/public call to action to further agency strategic goals

1. Facilitate Legislative Communications
In addition to ongoing work by the Exec Dir, legislative communications will be included in the marketing plan, including the annual report

2. Increase In-Person Legislative Outreach
Legislators will be invited to 2023 board meetings (including Oct tour), and ongoing efforts continue to foster positive relationships with policy makers.

a. Document an Outreach Plan
Draft in progress

b. Host Remote and In-House Legislative Outreach Events
Tour planned during Oct board meeting in Spokane

3. Leverage Opportunities to Increase Partnerships
Brainstorming 2023 events including APWA and CLC; working on designing and purchasing a set of basic conference booth materials

B
Drew
Increase visibility and physical presence of CRAB with counties

1. Conduct County Engagement
(Broken Out by Task Below)

a. Track Communication with Regions
Quarterly report included in the Board packet under the Engineering Division report

b. Set Goals/Tactics for County Engagement
Quarterly report included in the Board packet under the Engineering Division report

c. Host two remote and two in-house board meetings
Scheduled and in progress for 2023: Olympia (Jan/Apr), Kitsap County (July) and Spokane County with a legislative tour (Oct).

d. Host GIS-Mo Forum to Promote Technology
Monthly one hour forum launched with good attendance (Feb - 131 participants, Mar - 98 participants) and very positive feedback

2. Implement County Training
Legislative Authority and the Office of County Engineer training completed in February. County Engineer training in May. Developing new County Road Levy and ER&R 101 classes.

a. Create a Training Plan
In process. Will address both external customer training and internal staff training & conferences.

b. Communicate Training Calendar
On hold pending finalization of training plan

c. Plan and Host the Road Design Conference
Planning completed and conference executed in March, well attended, all sessions recorded

3. Evaluate Existing Grant Impacts as it Relates to Environmental Justice
Continued participation in statewide work groups. Continuing work although requirement removed from budget proviso language.

C
Jane
Position CRAB for funding opportunities internally and externally

1. Expand Data Reporting Infrastructure
DQAAM position vacancy has put a hold on dashboard update.

2. Increase Engagement in Road Use Charge (RUC) Discussions
CRAB will engage during the 2023 interim on ongoing RUC efforts.

3. Research and Explore Non-Legislated Funding Opportunities and Revenue Sources
CRAB has seen success leveraging opportunities with WSAC and the WA Traffic Safety Commission.

D
Jacque
Implement a comm infrastrucur and communications strategy establish a

1. Develop Agency Visual Identity and Value Language
Value proposition statement brainstorm conducted at staff retreat; branding development in progress

2. Write and Implement an Integrated Marketing Plan
Marketing plan and calendar draft currently in progress

3. Build Foundational Communications Infrastructure
(Broken Out by Tool Below)

a. Emma Listserv
3/13 successful soft launch to 1500 recipients, currently building templates, subscriptions & web tools for agency use

b. CRAB Website
Conducting preliminary website audit, reworking the news section to support email campaigns and add functionality

c. Annual Report
Partial redesign completed for 2022; starting next report in Summer 2023

d. Social Media
On hold pending review/drafting of policies and procedures

4. Public Outreach and Education
First data story published and presented in Jan, identified potential areas for next project to begin later in 2023

Green = On Track Yellow = In Progress Red = Behind Schedule/Delayed Black = On Hold

Information Services Division Report

CRAB Technology Products and Services Update

IT Consulting Services Solicitation

CRAB has a long history of IT innovation to achieve its’ mission. From installing the first PC in Washington State County Public Works to training UAV pilots on FAA certification, CRAB IT continually evolves to meet the needs of business while maximizing efficiency.

In continuation of these values, CRAB IT is evaluating bids for an IT consultant, or firm, to evaluate our software development and database administration practices and environment configurations. This objective analysis of our current landscape will help navigate roadblocks and recommend the best options to improve performance while keeping costs low.

Apparent Successful Bidder is scheduled to be announced on April 21st, 2023.

Contributors: Scott Campbell (IT Systems Security Specialist), Donna Quach (Software Engineer), James Rea (Software Engineer), Angela Rice (IT Systems Administrator)



GIS-Mo

GIS-Mo Forum

CRAB staff has created a monthly GIS-Mo Forum which kicked off in February 2023. This group meets on the first Tuesday of each month to discuss the GIS-Mo roadmap and keep counties apprised of efforts underway, or planned, to continually improve the product.

GIS-Mo Forum also provides a venue for counties to weigh in on the effectiveness of the program and what improvements should be considered. Our attendance has ranged from 60 to 140 CRAB and county staff, with increasing interaction from participants through polling and chat. Next meeting will be May 2nd, 2023.

Contributors: Cameron Cole (GIS Manager), Scott Campbell (IT Systems Security Specialist), Donna Quach (Software Engineer), James Rea (Software Engineer), Angela Rice (IT Systems Administrator), Liana Roberson (GIS Specialist)



CRAB Open Support Hour

CRAB staff began a second effort to support counties through the change from Mobility© to GIS-Mo, i.e., Open Support Hour. Like *office hours*, Open Support Hour is a standing one-hour time every Tuesday except for the first Tuesday of the month when we hold GIS-Mo Forum.

March was the pilot for the program, with attendance increasing each week. Unlike GIS-Mo Forum where we mostly address activities at a high level, and what we envision for the future, Open Support Hour is targeted to a specific problems users are having today.

In addition to giving county staff consistency in when they can get real time support, Open Support Hour should alleviate some of the impromptu phone calls and emails to address these sorts of issues, allowing CRAB staff to stay focused on other projects and make delivery schedules.

Contributors: Cameron Cole (GIS Manager), Scott Campbell (IT Systems Security Specialist), Donna Quach (Software Engineer), James Rea (Software Engineer), Angela Rice (IT Systems Administrator), Liana Roberson (GIS Specialist)

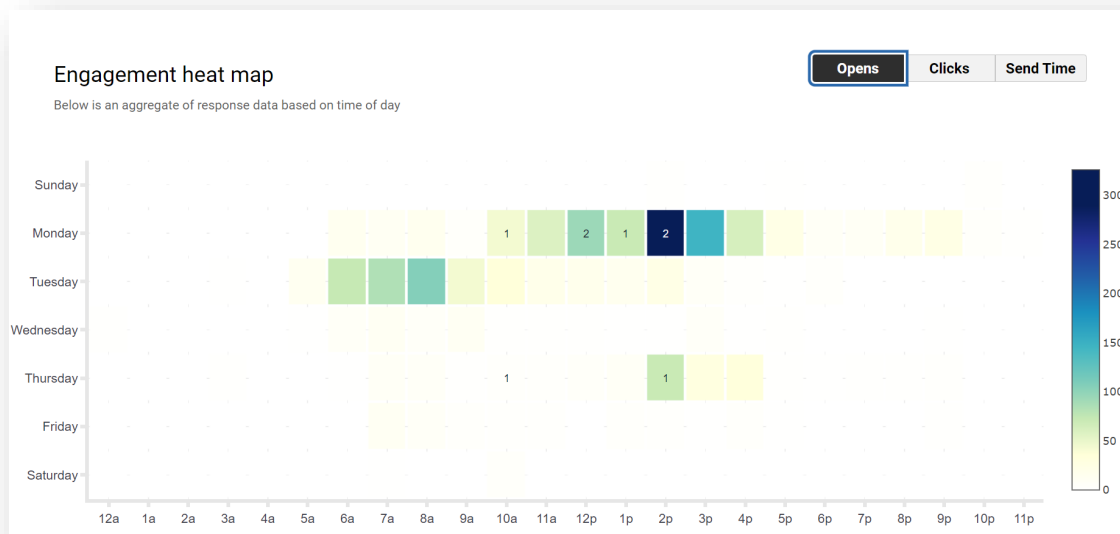
Emma: Email and Marketing Campaign

The Emma Email Marketing platform was purchased to help CRAB connect with county customers and engage the public. Subscribers can request information about CRAB projects and receive CRAB's monthly newsletter and public notifications.



The Emma platform is how CRAB has been promoting both GIS-Mo Forum and Open Support Hour (and more!). In addition to ensuring CRAB's 1400+ contacts receive our communications; Emma **allows** provides powerful metrics to see how effective our communications are. For example, the following engagement heat map identifies the most popular day and time for recipients to open CRAB emails, with 2pm on Monday a clear leader.

Figure 1 Emma Report on Communications Interactions by Day & Hour

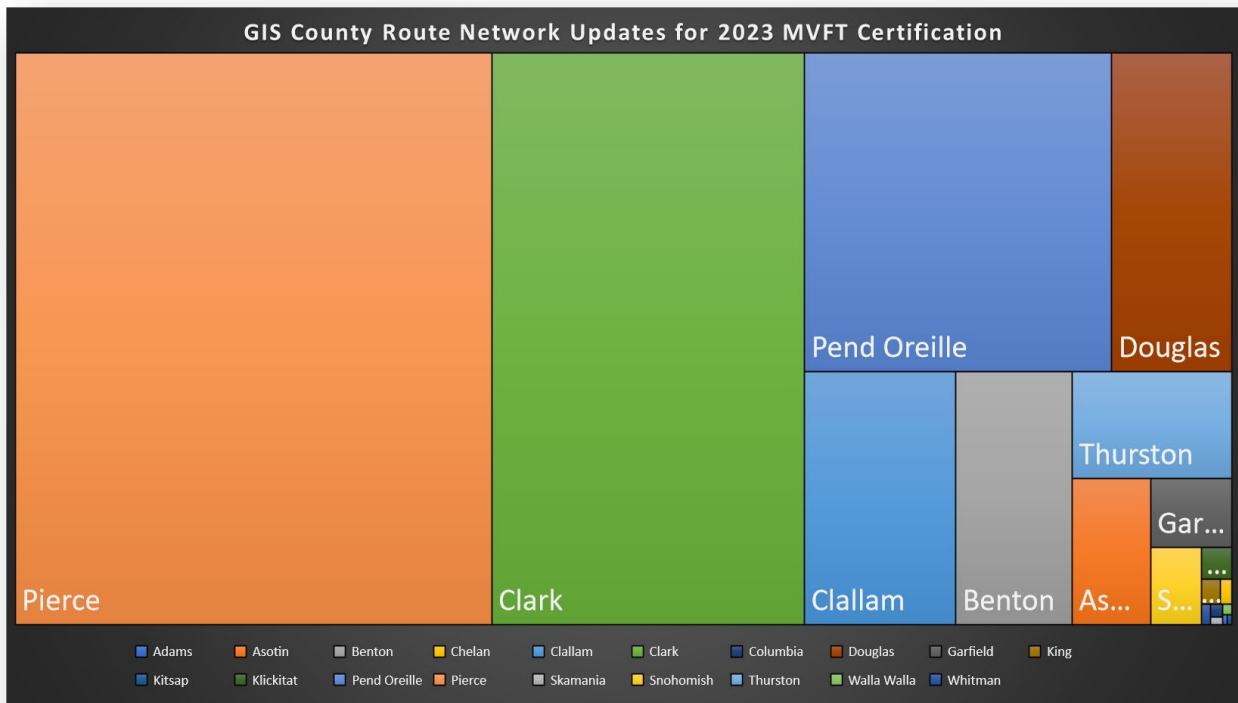


Contributors: Angela Rice (IT Systems Administrator), Scott Campbell (IT Systems Security Specialist)

CRAB GIS

County GIS Integrations

At the date of writing this report, CRAB GIS has made more than twenty-thousand county route network updates for counties for the 2023 County Road Log Audit. These updates occurred over nineteen county GIS departments and Public Works staff. The following shows the county road network updates by county and quantity. The volume of network updates is due to the visualization of road log with linear referencing is having the desired affect of improving quality of both data sets.

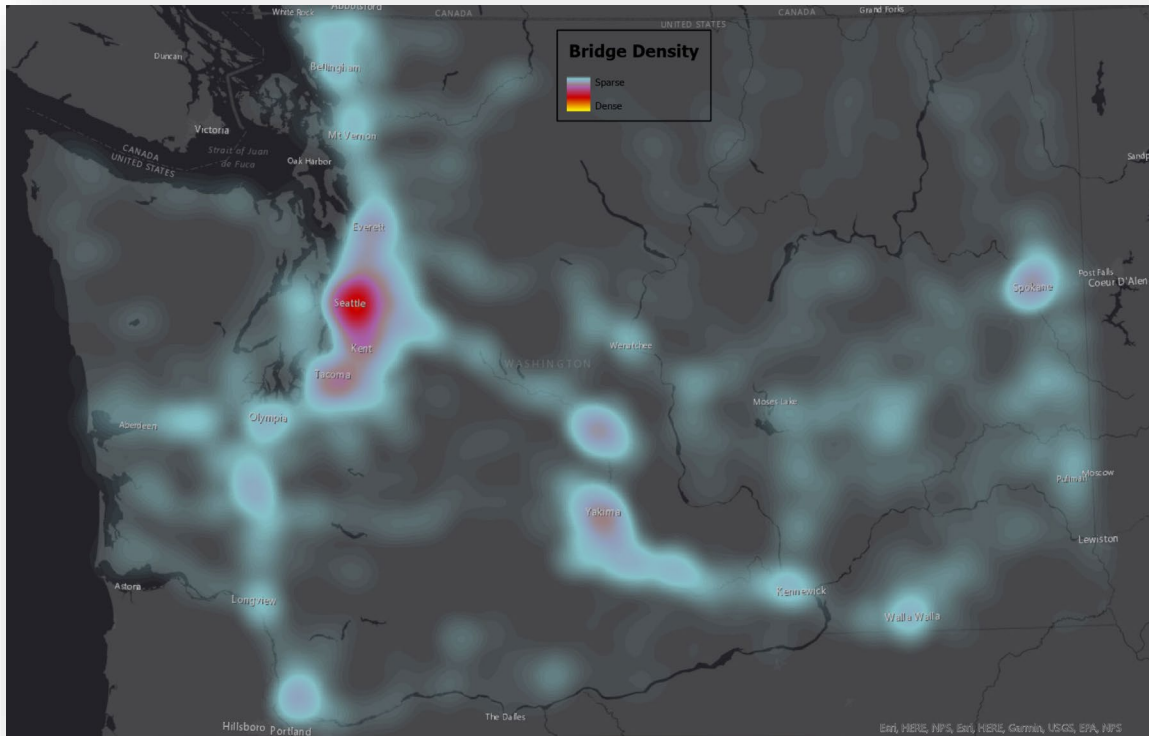


State GIS Integrations

In addition to integration with our county partners, CRAB GIS is working with our state agency partners to integrate with high value data for county roads. This includes the state bridge and tunnel layer through WSDOT Bridge Data Office, and the Collision Location Analysis System (CLAS) managed by WSDOT and WSP.

These integrations are mutually beneficial to county road departments, partner state agencies, and CRAB alike. Better integration at the state level will reduce data entry by county staff and give centralized access to data for analysis. Also, partner state agencies will no longer need to solicit this information from thirty-nine separate organizations with improves timeliness, accuracy, and completeness. Finally, CRAB will also have many of these same benefits of improved timeliness, accuracy, and completeness of data to make informed decisions.

Figure 2 Bridges by Location Density



GIS Conferences

The GIS team attended the ESRI Developers Summit and PyCascades Conference to increase awareness and understanding of automation and mobile applications.



Contributors: Liana Roberson (GIS Specialist),
Cameron Cole (GIS Manager)

CRAB IT Security: Risk Score

Ensuring systems and workstations are patched with critical updates applied in a timely manner is essential to IT security. CRAB uses Ivanti Neurons to scan all devices and provide a realtime security standing point score. **CRAB currently sits at 820 of 850! Like a credit score, the higher the better!**

Contributors: Scott Campbell (IT Systems Security Specialist), Angela Rice (IT Systems Administrator)



CARS & RAP



SmartSimple: CARS & RAP SaaS Replacement

The 2020 CRAB IT Strategic Plan identified a strategy to implement more Commercial off the Shelf (COTS) and Software as a Service (SaaS) solutions as opposed to custom software solutions. This would allow CRAB software to meet the needs of County and CRAB staff more rapidly. With both the CRAB Annual Report System (CARS) and RAP Online applications ready for overhaul, CRAB secured a grant via WSACE study funds to update these the FY23. Using the SaaS master contract, CRAB staff is currently underway with SmartSimple in developing a scope of work. SmartSimple is a low-code, configuration-based technology that specializes in workflow automation and will give CRAB IT the ability to self-configure as the needs of business owners change.

The SmartSimple CARS & RAP replacement project is underway with all CRAB deliverables met on-time. Vendor delivery has been slower than anticipated, but they continue to stay on-target with a June 2023 completion per our grant funding requirement.

Contributors: Donna Quach (Software Engineer), James Rea (Software Engineer), Scott Campbell (IT Systems Security Specialist), Angela Rice (IT Systems Administrator)

CRAB IT OFM Performance Measures

Figure 3 IT SUPPORT TICKETS CLOSED VS OPENED RATE

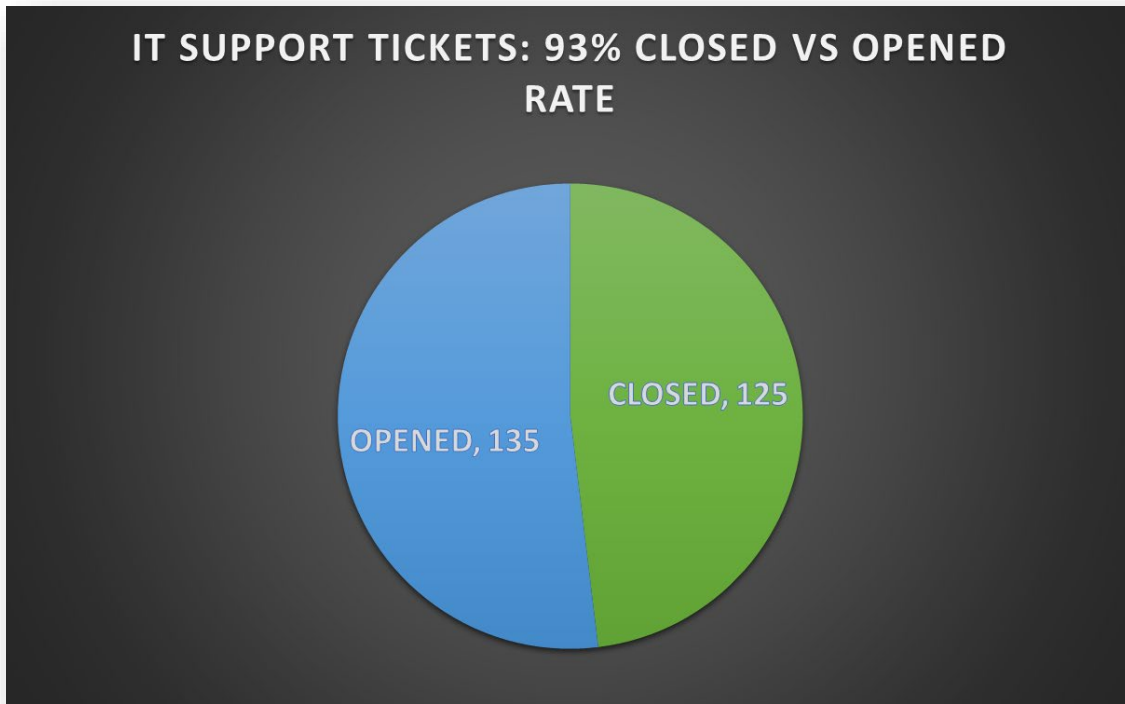


Figure 4 IT SYSTEMS UPTIME RATE (6AM – 6PM, M-F)

