



WASHINGTON STATE

**COUNTY ROAD  
ADMINISTRATION BOARD**

CRABoard Meeting

July 27-28, 2023

Bremerton, Washington

**2404 Chandler Court SW, Suite 240  
Olympia, WA 98502  
360-753-5989  
[www.crab.wa.gov](http://www.crab.wa.gov)**



May 15, 2023

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

Dear Jane Wall:

The Board of Directors of the Washington State Association of Counties (WSAC) have chosen to re-appoint the following county representatives to the County Road Administration Board:

- County Engineer, Population 30k or Below  
Walter Morgan, Columbia County Engineer
- Elected County Official, Population 30-150k  
Lindsey Pollock, Lewis County Commissioner
- Elected County Official, Population 150k or Above  
Al French, Spokane County Commissioner

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](mailto:jstrozewski@wsac.org)

Sincerely,

Eric B. Johnson  
Executive Director  
Washington State Association of Counties



WASHINGTON STATE  
**COUNTY ROAD  
 ADMINISTRATION BOARD**

**AGENDA**

County Road Administration Board  
 July 27 - 28, 2023  
 Hampton Inn & Suites Bremerton (Kitsap County )  
 Zoom Attendance Available

**Thursday, July 27, 2023**

**1:00 PM**

**Call to Order**

**1 Chair's Report - Commissioner Rob Coffman**

- A. Board Appointments
- B. Approve July 27-28, 2023 Agenda
- C. Approve Minutes of April 13-14, 2023 CRABoard Meeting
- D. Elect Chair, Vice Chair, and Second Vice Chair

<a href="#">Info</a>	<a href="#">Enclosure</a>
<a href="#">Action</a>	<a href="#">Enclosure</a>
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**Public Comment Period**

**2 County Overview & Project Presentations**

- Jefferson County - Monte Rendeers, P.E.
- Kitsap County - Joe Rutan, P.E.
- Mason County - Mike Collins, P.E.

<a href="#">Info</a>	
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**3 Special Presentation - Motor Vehicle Fuel Tax - Mike Clark**

<a href="#">Info</a>	
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**4 Certifications - Mike Clark**

- A. Resolution **2023-005** - Certify the Master Road Log
- B. Resolution **2023-006** - Certify MVFT Allocation Factors

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**5 Rural Arterial Program - Steve Johnson, P.E.**

- A. Resolution **2023-007** - Apportion RATA Funds to Regions
- B. Resolution **2023-008** - Establish 2023-2025 Regional Apportionment Percentages
- C. Project Board Actions
  - i. Skagit County Pioneer Road Project "Borrow Forward"
  - ii. Jefferson County Center Road Project "Borrow Forward"

<a href="#">Action</a>	<a href="#">Enclosure</a>
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**RECESS Dinner at Anthony's at Sinclair Inlet @ 5:30pm**  
 (20 Washington Ave, Bremerton, WA 98337)

(cont'd)

8:30 AM

Call to Order

Public Comment Period

6 WAC Changes - Drew Woods & Steve Johnson 

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7 Executive Director's Report - Jane Wall 

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A. Strategic Planning Update  
B. Other Activities and Updates (CRAB logo, etc.)  
C. Legislative Priorities - Next Steps

8 Deputy Director - Drew Woods, P.E. 

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A. Engineering Division Report  
B. 2021-2023 Budget Wrap-up  
C. 2023-2025 Current Budget  
D. 2023-2025 Supplemental Budget Request  
E. County Compliance - Conditional Certificate Update -Derek Pohle

9 IT Division Report - Eric Hagenlock 

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10 WSACE Update - Axel Swanson 

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11 Possible Executive Session

ADJOURN

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

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

**Minutes**  
**County Road Administration Board**  
**April 13-14, 2023**  
**CRAB Office – Olympia**  
**and Zoom participation**

**Members Present:** Rob Coffman, Lincoln County Commissioner, Chair  
Lindsey Pollock, Lewis County Commissioner (4/13 only)  
Carolina Mejia, Thurston County Commissioner  
Grant Morgan, PE, Garfield County Engineer, 2<sup>nd</sup> Vice Chair  
Brad Peck, Franklin County Commissioner  
Eric Pierson, PE, Chelan County Engineer  
Al French, Spokane County Commissioner (4/13 only)  
Art Swannack, Whitman 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  
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:** Susan Eugenis, PE – Cowlitz County Engineer (4/13 only)  
Rob Wilson, PE – Grays Harbor County Engineer (4/13 only)  
John Becker – Civil Engineer, Grays Harbor County (4/13 only)  
Nicole Norvell, PE – Ferry County Engineer (4/13 only)  
Jay Drye – Director, WSDOT Local Programs (4/13 only)

**Thursday, April 13, 2023**

**CALL TO ORDER**

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

## **CHAIR'S REPORT**

### **Approve Agenda for April 13-14, 2023 Meeting**

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

### **Approve Minutes of January 19-20, 2023 CRABoard Meeting**

Commissioner Pollock moved and Commissioner French seconded to approve the minutes of the January 19-20, 2023 CRABoard meeting. **Motion passed unanimously.**

### **Board Recognition**

Chair Coffman welcomed new Board Member – Whitman County Commissioner Art Swannack (who replaced Skagit County Commissioner Lisa Janicki). Mr. Swannack shared a few words about his background and that he was excited to be joining the CRABoard.

### **Vice Chair Position**

Chair Coffman asked for nominations for the Vice Chair position left vacant after Commissioner Janicki's departure from the Board in January 2023. Commissioner Peck nominated Grant Morgan (Columbia County Engineer) to the position, and Mr. Morgan accepted the nomination. No other nominations were submitted.

Commissioner Pollock moved and Commissioner French seconded to approve appointing Grant Morgan as the Vice Chair. **Motion passed unanimously.**

Chair Coffman asked for nominations for the Second Vice Chair position previously held by Grant Morgan. Mr. Morgan nominated Commissioner Pollock (Lewis County) to the position, and Commissioner Pollock accepted the nomination. No other nominations were submitted.

Grant Morgan moved and Commissioner French seconded to approve appointing Commissioner Pollock as the Second Vice Chair. **Motion passed unanimously.**

### **Public Comment Period**

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

### **Resolution 2023-002 - Apportion RATA Funds to Regions**

Steve Johnson presented Resolution 2023-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$2,947,739 deposited to the RATA for January and February 2023 be apportioned to the regions by the established 2021-23 regional percentages after setting aside \$110,666 for administration.

Commissioner French moved and Commissioner Mejia seconded to approve Resolution 2023-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

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

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

#### **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 ( <a href="#">SHB 1125</a> )
Account Interest	600,000 (estimated)
Administration by CRAB	<u>-1,282,000</u> ( <a href="#">SHB 1125</a> )
Total Est. Revenue for projects	44,504,500***

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)

**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.

<b>Current Balance:</b>	<b>25,389,324</b>	} 2021 - 2023
Est. Revenue through 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	
<b>Ending Balance 2023 - 2025:</b>	<b>22,193,824</b>	

**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, CRAB staff 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 recommended adoption of Resolution 2023-003

**Resolution 2023-003 – To Approve 2021-2023 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue**

Mr. Johnson presented Resolution 2023-003 to Approve 2021-2023 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue, which allocates 90% of the estimated 2021-2023 fuel tax revenue and turned-back funds for a total of \$57,593,070 to the listed projects in the five regions.

Following questions and discussion, Commissioner French moved and Vice Chair Pollock seconded to approve Resolution 2023-003 to Approve 2021-2023 RAP Projects and Allocate 90% of Estimated 2021-2023 RATA Revenue. **Motion carried unanimously.**



## **Project Board Actions – Construction Time Extensions**

Mr. Johnson shared there were a total of 3 construction time extensions requested by the following counties: Columbia, Cowlitz and Grays Harbor.

**Project:** Lower Hogeye Road (Columbia County)

### **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.

Details surrounding the three lapsing occurrences, and findings from CRAB Staff, can be found in the board packet.

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.

### **Staff Analysis and Recommendation:**

The CRABoard has the authority to decide whether to grant the additional time extension for the Lower Hogeye 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 recommends allowing this additional construction lapsing extension of Columbia County's Lower Hogeye Road RAP project to April 18, 2025 per WAC 136-167-040 (5).

Grant Morgan (Columbia County Engineer) spoke about the importance of this extension, just having only assumed the role as County Engineer 6 months prior. Given that he's also a CRABoard Member, he recused himself from voting and left the room once he was done answering questions from the Board. He remained outside until the final vote was concluded.

Following questions and discussion, Commissioner French moved and Vice Chair Pollock seconded to approve granting an additional construction extension of Columbia County's Lower Hogeye Road RAP project to April 18, 2025. **Motion carried unanimously.**

**Project:** South Cloverdale Road (Cowlitz County)

### **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.

Details surrounding the two lapsing occurrences, and findings from CRAB Staff, can be found in the board packet.

**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 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).

County Engineer Susan Eugenis, PE (Cowlitz County) appeared remotely and thanked the board for considering this extension request she hoped would be granted.

Following questions and discussion, Commissioner Peck moved and Commissioner Mejia seconded to approve granting an additional construction extension of Cowlitz County’s South Cloverdale Road RAP project to April 16, 2025. **Motion carried unanimously.**

**Project:** Garrard Creek Road (Grays Harbor County)

**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.

Details surrounding the two lapsing occurrences, and findings from CRAB Staff, can be found in the board packet.

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.

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

Following questions and discussion, Commissioner Peck moved and Eric Pierson seconded to approve granting an additional construction extension of Grays Harbor County’s Garrard Creek Road RAP project to April 16, 2024. **Motion carried unanimously.**

Chair Coffman called for a recess @ 3:00pm and later called the meeting to order @ 3:12pm.

**Special Presentation: Standards of Good Practice**

Derek Pohle presented to the CRABoard an overview of the Standards of Good Practice.

**Compliance Report**

Mr. Pohle shared compliance by the counties for reporting period February – April 2023.

**April 1<sup>st</sup>, 2023 Submittal Requirements**

Annual Certification, CAPP Accomplishments report, Annual Construction report, Fish Passage Barrier Removal Cost Report, Marine Navigation and Moorage Certification, Traffic Enforcement Expenditures Cert., 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 came in a few days late, but 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 issued 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 five counties shall report quarterly to the CRABoard on their progress, reports due 2 weeks before each Board meeting until complete.*

### **Resolution 2023-004 – To Approve Annual Certification**

Ms. Wall announced that as required by RCW 36.78.090, the County Road Administration Board must submit to the State Treasurer the annual certification of Good Practices on behalf of the counties for the calendar year 2022.

Staff have concluded that 34 of 39 counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice and will be issued Certificates of Good Practice. 5 counties (Clallam, Grant, Grays Harbor, Lewis and Yakima) will be issued Conditional Certificates of Good Practice and must get into full compliance by December 31, 2023 as explained in Resolution 2023-004.

Following questions and discussion, Commissioner French moved and Commissioner Mejia seconded to approve Resolution 2022-004, to approve Annual Certification and issue Certificates of Good Practice to all 39 counties. **Motion carried unanimously.**

**Chair Coffman called for Recess @ 4:45pm.**

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**Friday, April 14, 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), which included:

#### **Legislative update:**

- Policy bills likely to pass
- Capital Budget overview
- Transportation Budget overview
- Discussion regarding studies in the Transportation Budgets to transition state projects and routes to local jurisdictions

#### **Interim work plan update**

- MRSC workgroups and training (transitioning state projects to local jurisdictions and Public Works procurement law changes)
- East/West meetings coming up at the end of the month
- WSACE Board elections this Spring
- Preparing for Annual Conference in Tacoma the last week in June

## **EXECUTIVE DIRECTOR REPORT**

Jane Wall shared the 3 CRABoard positions that are set to expire June 30, 2023 and the letter that will be sent to WSAC asking for appointments to be made prior to then. Ms. Wall also shared that CRAB has opened advertisement for nominations for the County Engineer of the Year and Program/Project Manager of the Year awards to be given out at the WSACE Annual Conference in June 2023. The advertised deadline to submit nominations is April 28, 2023.

Ms. Wall then provided Legislative and other updates to the CRABoard. Specifically, she outlined the recently released House and Senate transportation budget proposals, and explained that a final budget would be released within the next week. While the budgets are not perfect for CRAB, they also work to further our goals.

Ms. Wall detailed her activities from the previous quarter, these include:

- The organization of an all-staff Strategic Planning Retreat in late January.
- Legislative session work, including:
  - o Weekly Washington Highway Federation User meetings.
  - o Twice weekly Governor subcabinet meetings.
  - o Bill tracking, legislative committee work session attendance, bill testimony, etc.
  - o Attending the Washington State Association of Counties Legislative Steering Committee meetings.
- Attending the March Transportation Improvement Board meeting.
- Ongoing support and work with the Freight Mobility Strategic Investment Board while they search for a new Executive Director. Activities with FMSIB included attending their March board meeting in Kalama, WA, budget analysis and support, and participating in standing weekly meetings with the FMSIB Chair and Executive Assistant.
- Attending and providing the welcome at CRAB Road Design Conference in Chelan, WA.

## **ENGINEERING DIVISION REPORT**

### County Engineer appointments:

Drew Woods shared recent that Benton County appointed Matt Rasmussen, P.E. as the county engineer on March 28, 2023. Mr. Rasmussen was the previous Benton County engineer before being promoted to the Deputy County Administrator position.

There are 4 counties (Garfield, Klickitat, Pend Oreille, and Thurston) with current county engineer vacancies, however they do have interim county engineers serving in those roles. Whatcom County has notified CRAB that their current county engineer (Jim Karcher) will be retiring at the end of May 2023 so will begin active recruitment for his replacement.

### County Audit Review:

Mr. Woods shared the County Audit Review from the board packet. 2 Management letters were sent for financial reasons to Douglas county, and 2 management letters for Accountability reasons were sent to Asotin and Ferry counties.

Current Budget Status: Mr. Woods presented the Board with the current budget status report.

### WAC 136-03 Public Access to Information and Records

Mr. Woods shared that CRAB filed CR-105 with Code Reviser's office to expedite rule making.

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.

New WAC changes to go into effect by May 23, 2023 unless we get comments.

Mr. Woods presented slides about proposed WAC changes for further discussion at the next CRABoard meeting in July.

### **Proposed WAC Changes –**

Mr. Woods presented the Board with an overview of proposed changes that may need to be made to the Rural Arterial Program (RAP) and Standards of Good Practice.

Mr. Woods requested the Board set a public hearing at the next Board Meeting on Thursday, July 27, 2023 @ 2:00pm, in case an issue arises during the expedited rule making process that necessitates a public hearing.

Commissioner Peck moved and Commissioner Mejia seconded to approve setting a public hearing for public comments and adoption at the Board Meeting on July 27, 2023 @ 2:00pm.

**Motion passed unanimously.**

### **STRATEGIC PLAN UPDATE**

Ms. Wall shared with the Board that staff gathered in January 2023 for a two-day, off-site staff retreat to review the agency's Strategic Plan, a living document that will continue to be reassessed and modified monthly as the agency makes progress towards its outlined goals. Ms. Netzer shared the vision and goals behind the newly designed layout that now includes notable initiative updates, progress color-coding for ease of review and updated branding.

### **IT DIVISION REPORT**

Eric Hagenlock (IT Director) reported on the following IT Updates:

#### **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 21<sup>st</sup>, 2023.

### **GIS-Mo**

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 2<sup>nd</sup>, 2023.

### **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 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.

### **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 engagement heat map shared identifies the most popular day and time for recipients to open CRAB emails, with 2pm on Monday a clear leader.

## **CRAB GIS**

County GIS Integrations - 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 effect 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.

## **GIS Conferences**

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

## **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!**

## **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.



## **ROAD DESIGN CONFERENCE**

Brian Bailey provided a brief overview of the 2023 Road Design Conference that was held March 24-26, 2023 at Campbell's Resort in Chelan County. The conference was a success!

**Chair Coffman adjourned the meeting at 11:15 am.**

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Chair

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Attest

Current Officers

**Chair**                      **Commissioner Rob Coffman**  
*(Lincoln County)*

**Vice Chair**                **County Engineer Grant Morgan**  
*(Columbia County)*

**Second Vice Chair**      **Commissioner Lindsey Pollock**  
*(Lewis County)*

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Proposed New Officers

**Chair**                      **TBD**

**Vice Chair**                **TBD**

**Second Vice Chair**      **TBD**

**RESOLUTION 2023-005**

**CERTIFYING THE MASTER COUNTY ROAD LOG  
AS OF JANUARY 1, 2023**

WHEREAS, Chapter 120, Laws of 1985, Regular Session, Section 1 (2) and WAC 136-60, as originally adopted by the County Road Administration Board on November 12, 1986, and last revised on March 07, 2022, provides for the maintenance and updating of the County Road Log; and

WHEREAS, CRAB staff provides estimated revenues for both the Motor Vehicle Fuel Tax and the County Arterial Preservation Program to the several counties upon adoption of the County Road Log by the CRABoard at their July meeting, so the counties can start their budget process in a timely manner; and

WHEREAS, all 39 counties have submitted their County Road Log updates, which substantially reflect their road systems as of January 1, 2023; and

WHEREAS, CRAB staff has reviewed each county's update and finds them to be in substantial compliance with all statutory and administrative code requirements;

NOW, THEREFORE, BE IT RESOLVED that the master County Road Log for all counties reflecting the county road system as of January 1, 2023 be certified as the provisional official County Road Log, and

Adopted by the CRABoard on July 27, 2023 during its regular meeting held in Olympia, Washington.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Attest

**Table F**  
**COUNTY ROAD MILEAGE - 2023**

COUNTY	URBAN ROADS			RURAL ROADS			SYSTEM CENTERLINE TOTAL	PAVED ARTERIAL C/L MILES	PAVED ARTERIAL LANE-MILES	UNPAVED C/L MILES
	ACCESS	ARTERIAL	TOTAL	ACCESS	ARTERIAL	TOTAL				
Adams	10.789	3.726	14.515	1,089.848	664.473	1,754.321	1,768.836	548.631	1,074.277	1,119.529
Asotin	59.673	20.495	80.168	164.971	152.075	317.046	397.214	101.180	204.617	227.842
Benton	112.156	65.276	177.432	382.011	300.107	682.118	859.550	325.402	650.804	243.724
Chelan	55.054	25.875	80.929	357.620	209.928	567.548	648.477	235.523	471.643	123.345
Clallam	83.470	14.590	98.060	270.080	120.790	390.870	488.930	135.380	270.760	2.670
Clark	438.358	144.920	583.278	274.560	272.570	547.130	1,130.408	417.490	894.955	12.800
Columbia	0.000	0.000	0.000	271.362	229.100	500.462	500.462	141.591	284.042	353.428
Cowlitz	46.320	25.570	71.890	260.372	195.690	456.062	527.952	221.260	442.570	5.960
Douglas	64.835	39.588	104.423	1,151.571	389.445	1,541.016	1,645.439	299.989	607.158	1,205.490
Ferry	0.000	0.000	0.000	476.820	232.320	709.140	709.140	169.925	340.228	515.315
Franklin	21.072	8.699	29.771	612.393	333.578	945.971	975.742	336.942	672.224	388.443
Garfield	0.000	0.000	0.000	232.027	212.415	444.442	444.442	128.305	256.610	310.690
Grant	62.600	30.780	93.380	1,535.692	872.396	2,408.088	2,501.468	832.437	1,671.952	1,009.961
Grays Harbor	32.905	19.433	52.338	262.609	246.720	509.329	561.667	261.537	523.035	33.797
Island	95.490	35.015	130.505	270.527	183.633	454.160	584.665	218.648	437.029	4.953
Jefferson	5.136	0.000	5.136	253.486	138.475	391.961	397.097	130.335	261.300	70.879
King	630.206	207.130	837.336	388.981	242.140	631.121	1,468.457	449.270	936.303	51.033
Kitsap	411.420	166.767	578.187	195.326	139.911	335.237	913.424	306.678	623.136	0.651
Kittitas	9.134	10.096	19.230	263.509	296.227	559.736	578.966	302.513	609.354	80.245
Klickitat	0.000	0.000	0.000	690.684	384.490	1,075.174	1,075.174	368.250	735.640	501.406
Lewis	35.463	22.440	57.903	718.181	266.135	984.316	1,042.219	286.542	573.800	42.118
Lincoln	0.000	0.000	0.000	1,338.060	658.520	1,996.580	1,996.580	384.354	768.708	1,545.301
Mason	27.309	9.556	36.865	315.002	263.547	578.549	615.414	263.510	526.612	41.147
Okanogan	7.132	2.802	9.934	838.262	490.233	1,328.495	1,338.429	418.216	836.432	655.075
Pacific	0.000	0.000	0.000	214.959	130.125	345.084	345.084	119.935	240.160	43.955
Pend Oreille	0.000	0.000	0.000	379.137	180.856	559.993	559.993	167.492	334.984	264.313
Pierce	668.641	429.055	1,097.696	249.900	250.760	500.660	1,598.356	679.815	1,441.310	10.900
San Juan	0.000	0.000	0.000	182.497	88.693	271.190	271.190	88.693	177.386	33.606
Skagit	71.689	36.850	108.539	371.486	319.849	691.335	799.874	356.699	713.658	38.038
Skamania	0.000	0.000	0.000	147.842	90.225	238.067	238.067	90.225	180.921	28.098
Snohomish	627.866	183.015	810.881	452.197	330.380	782.577	1,593.458	510.395	1,047.707	11.018
Spokane	300.317	126.423	426.740	1,441.578	668.890	2,110.468	2,537.208	723.373	1,484.686	1,130.399
Stevens	0.000	0.000	0.000	929.792	560.815	1,490.607	1,490.607	468.615	937.870	822.475
Thurston	335.869	110.273	446.142	350.148	232.490	582.638	1,028.780	342.718	696.785	21.647
Wahkiakum	0.000	0.000	0.000	56.059	81.819	137.878	137.878	78.311	156.622	12.534
Walla Walla	41.156	32.933	74.089	452.108	422.918	875.026	949.115	411.429	822.858	363.033
Whatcom	123.480	68.340	191.820	455.750	287.660	743.410	935.230	356.000	713.780	29.700
Whitman	0.000	0.000	0.000	1,274.887	613.981	1,888.868	1,888.868	424.749	849.498	1,441.988
Yakima	122.160	101.490	223.650	773.010	646.070	1,419.080	1,642.730	725.720	1,467.060	536.842
Statewide	4,499.700	1,941.137	6,440.837	20,345.304	12,400.449	32,745.753	39,186.590	12,828.077	25,938.474	13,334.348
Eastern	866.078	468.183	1,334.261	14,655.342	8,518.837	23,174.179	24,508.440	7,514.636	15,080.645	12,838.844
Western	3,633.622	1,472.954	5,106.576	5,689.962	3,881.612	9,571.574	14,678.150	5,313.441	10,857.829	495.504

Data from County Road Logs certified 1/1/2023 by the County Road Administration Board

**RESOLUTION 2023-006**

**REGARDING ROADWAY CATEGORIES AND UNIT COSTS  
FOR THE 2024 AND 2025 COUNTY FUEL TAX DISTRIBUTION  
(Revenue forecast based upon 2023 Legislative action)**

WHEREAS, RCW 46.68.124(2) makes the CRABoard responsible for (1) establishing a uniform system of roadway categories for both maintenance and construction, (2) establishing a single state-wide cost per mile for each roadway category, and (3) verifying and approving all changes, corrections, and deletions to the County Road Log; and

WHEREAS, the roadway categories established by the Secretary of Transportation in 1983 with the advice and assistance of the CRABoard and in cooperation with the Washington State Association of County Engineers were reaffirmed by the CRABoard for the 2002-2003 update on July 19, 2001, and are included here as Attachment A; and

WHEREAS, the roadway category mileages are derived from the County Road Log as maintained and approved by the CRABoard of each odd-numbered year; and

WHEREAS, each of the 39 counties have submitted updates to their County Road Log, and the CRABoard has certified the official County Road Log as of January 1, 2023 by Resolution 2023-005 Adopted July 27, 2023; and

WHEREAS, based on the updated county Road Log, staff has calculated the single statewide unit costs for both maintenance and reconstruction for each roadway category based on the costs contained within the Road Jurisdiction Study; Phase II, completed in 1988 and updated biennially thereafter by application of the Implicit Price Deflator provided by WSDOT.

NOW, THEREFORE, BE IT RESOLVED that for purposes of determining each county's fuel tax distribution factor for calendar year 2024 and 2025:

1. That the roadway categories and associated unit costs as shown in Attachment A for computing maintenance and reconstruction costs within the statutory fuel tax allocation formula be used; and
2. That the roadway category mileages for each county derived from the County Road Log certified as of January 1, 2023, as shown in Attachment A shall be used for the computation of the fuel tax allocation factors.

Adopted by the CRABoard on July 27, 2023, during its regular meeting held in Olympia, Washington.

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Chair

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Attest

**Attachment A**

CRABoard Resolution 2023-006 - July 27, 2023

**MAINTENANCE AND RECONSTRUCTION CATEGORIES AND UNIT COSTS  
FOR 2024-2025 COUNTY FUEL TAX ALLOCATIONS**

Categories from 1983 Cost Factor Study, for Roadlog Certified 1/1/2023

Costs are in 1988 dollars, based on Road Jurisdiction Study cost factors

Maintenance and Reconstruction Cost Adjustments from WSDOT RF2306, Implicit Price Deflator - 1.72863%

**MAINTENANCE PER CENTERLINE MILE**

Maintenance Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars	2023 Dollars
					Unit Cost (\$/Mile)	Unit Cost (\$/Mile)
M - 1	R	All	Unimproved	All	737	1,274
M - 2	R	All	Graded	All	1,546	2,672
M - 3	R	Access	Gravel	All	5,664	9,791
M - 4	R	Arterial	Gravel	All	7,753	13,402
M - 5	R	Access	BST	All	8,681	15,006
M - 6	R	Arterial	BST	All	10,492	18,137
M - 7	R	Access	Paved	All	11,399	19,705
M - 8	R	Arterial	Paved	All	14,406	24,903
M - 9	U	Access	BST & Less	All	9,581	16,562
M - 10	U	Arterial	BST & Less	All	21,570	37,287
M - 11	U	Access	Paved	All	12,933	22,356
M - 12	U	Arterial	Paved	< 5,000	28,989	50,111
M - 13	U	Arterial	Paved	5,000 +	51,103	88,338

**RECONSTRUCTION \ REPLACEMENT PER CENTERLINE MILE**

Replacement Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars	2023 Dollars
					Unit Cost (\$/Mile)	Unit Cost (\$/Mile)
R - 1	R	Access	Unpaved	All	239,766	414,467
R - 2	R	Access	BST	All	278,368	481,195
R - 3	R	Access	Paved	All	278,526	481,468
R - 4	R	Min Coll	BST & Less	All	402,577	695,907
R - 5	R	Min Coll	Paved	All	392,985	679,325
R - 6	R	Arterial	BST & Less	All	385,983	667,222
R - 7	R	Arterial	Paved	All	364,100	629,394
R - 8	U	Access	BST & Less	All	618,582	1,069,299
R - 9	U	Access	Paved	All	621,640	1,074,585
R - 10	U	Collector	BST & Less	All	667,000	1,152,996
R - 11	U	Collector	Paved	All	671,897	1,161,461
R - 12	U	Min Art	BST & Less	All	893,918	1,545,253
R - 13	U	Min Art	Paved	All	927,474	1,603,259
R - 14	U	Arterial	BST & Less	All	1,346,095	2,326,900
R - 15	U	Arterial	Paved	All	1,577,968	2,727,722

These are costs per centerline mile for reconstruction of existing road to current standards

Does not include Right-of-way, multi-modal, and environmental mitigation costs

**ESTIMATED 2024 REVENUES  
MOTOR VEHICLE FUEL TAX**

Calendar Year

June Revenue Forecast

**\$134,083,303**

County Road Log Certified January 1, 2023

**2024 Calendar Year Allocation**

<b>County</b>	<b>Percent</b>	<b>Revenue</b>
Adams	2.9406	\$3,942,854
Asotin	1.0637	\$1,426,244
Benton	2.2786	\$3,055,222
Chelan	1.5079	\$2,021,842
Clallam	1.4543	\$1,949,973
Clark	4.3862	\$5,881,162
Columbia	1.0181	\$1,365,102
Cowlitz	1.4967	\$2,006,825
Douglas	2.6286	\$3,524,514
Ferry	1.2298	\$1,648,956
Franklin	2.0027	\$2,685,286
Garfield	0.9148	\$1,226,594
Grant	4.5604	\$6,114,735
Grays Harbor	1.6460	\$2,207,011
Island	1.5767	\$2,114,091
Jefferson	0.9950	\$1,334,129
King	7.9396	\$10,645,678
Kitsap	3.5600	\$4,773,366
Kittitas	1.3543	\$1,815,890
Klickitat	1.8833	\$2,525,191
Lewis	2.2803	\$3,057,502
Lincoln	3.0263	\$4,057,763
Mason	1.5658	\$2,099,476
Okanogan	2.3458	\$3,145,326
Pacific	0.9504	\$1,274,328
Pend Oreille	1.1445	\$1,534,583
Pierce	7.7587	\$10,403,121
San Juan	0.5982	\$802,087
Skagit	2.2090	\$2,961,900
Skamania	0.6247	\$837,618
Snohomish	6.3146	\$8,466,824
Spokane	5.9994	\$8,044,194
Stevens	2.6259	\$3,520,893
Thurston	3.5457	\$4,754,192
Wahkiakum	0.6207	\$832,255
Walla Walla	2.0198	\$2,708,215
Whatcom	2.8601	\$3,834,917
Whitman	2.9563	\$3,963,905
Yakima	4.1165	\$5,519,539
<b>TOTAL</b>	<b>100.0000</b>	<b>\$134,083,303</b>

**RESOLUTION 2023-007  
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 \$3,794,117 made available in the RATA in **March, April, May, and June 2023** be apportioned to the regions by their 2021-2023 biennium percentages after setting aside \$206,016 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.		<b>206,016</b>	1,183,074	14,131,198	<b>15,314,272</b>
NORTHEAST	43.67%	<b>1,566,924</b>	20,131,622	270,465,681	<b>290,597,302</b>
NORTHWEST	10.92%	<b>391,821</b>	5,034,058	71,477,795	<b>76,511,853</b>
PUGET SOUND	6.91%	<b>247,938</b>	3,185,471	45,140,336	<b>48,325,807</b>
SOUTHEAST	23.62%	<b>847,509</b>	10,888,687	148,650,071	<b>159,538,758</b>
SOUTHWEST	<u>14.88%</u>	<b><u>533,909</u></b>	<u>6,859,596</u>	<u>94,262,006</u>	<b><u>101,121,601</u></b>
<b>TOTAL</b>	100.00%	<b>3,794,117</b>	47,282,507	644,127,088	<b>691,409,594</b>

Adopted by the CRABoard on July 27, 2023

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

\_\_\_\_\_  
ATTEST



**RESOLUTION 2023-008**

**TO ESTABLISH REGIONAL PERCENTAGES FOR THE  
APPORTIONING OF RATA FUNDS DURING THE 2023-2025 BIENNIUM**

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

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

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

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

**WHEREAS**, The **mileages of rural principal and minor arterials, and rural major and minor collectors** for each of the five regions, as shown in the County Road Log maintained by the CRABoard office as of July 1, 2023 as required by WAC 136-100-050 are as follows:

<u>Region</u>	<u>Road Mileage</u>	<u>Percent of Total</u>	
Northeast	5,541.86	44.69	
Northwest	1,279.01	10.31	
Puget Sound	823.28	6.64	
Southeast	2,976.98	24.01	
Southwest	<u>1,779.32</u>	<u>14.35</u>	
TOTAL	12,400.45	100.00	and,

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

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

**NOW, THEREFORE BE IT RESOLVED** that the apportionment percentages shown above are hereby established for the five regions for use in the apportionment of RATA funds deposited during the **2023-2025** biennium.

Adopted by the CRABoard on July 27, 2023

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

\_\_\_\_\_  
ATTEST

## REQUEST ADVANCE CONSTRUCTION FUNDS – RAP PROGRAM

Pioneer Highway – 2R  
SKAGIT COUNTY

### Nature of Request:

Skagit County is requesting a contract amendment to authorize the remaining RATA funds for the active project 2923-01 – Pioneer Highway 2R project. The requested RATA funding for this project totals \$641,700. RATA authorized to date is \$287,221. The remaining \$354,479 of RATA funding is expected to be authorized as part of the 2025-2027 biennium RAP cycle. Skagit County intends to construct the project this year instead of waiting until 2025 for full RATA accrual on the standard schedule.

### Background:

The Pioneer Highway project was originally awarded RATA funding in the 2023-2025 RAP cycle, authorizing \$287,221.

The remaining \$354,479 is expected to be authorized as part of the 2025-2027 RAP cycle.

If this funding is authorized early, the funds would be deducted from the Skagit County funding limit on the array of proposed 2025-2027 projects.

### Staff Analysis:

- The RATA balance remains high
- The RATA revenue forecast remains stable, and has capacity for advancing some of the existing obligation for projects

### Staff findings:

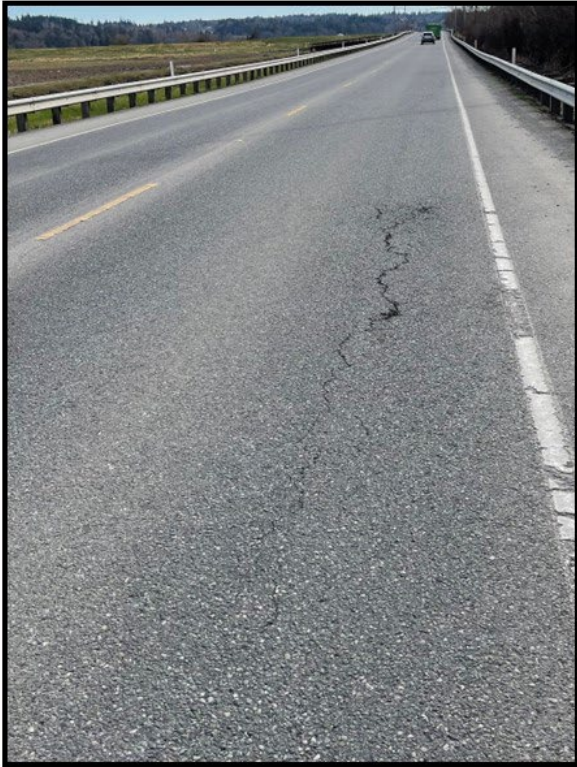
Staff has reviewed the project request and finds:

- Skagit County has the capacity to complete the project in 2023.
- The RATA account has the capacity to reimburse the project costs ahead of the current 2025 reimbursement schedule.
- Skagit County has agreed to the reduced funding limit for the 2025-2027 RAP cycle, if the request is approved.

### Recommendation:

Staff recommends authorizing \$354,479 in advanced RATA funding for the Pioneer Highway 2R project, MP 1.88 to 3.10. This funding, if approved by the CRABoard, will be deducted from the Skagit County funding limit on the 2025-2027 array of RAP proposed projects.

# PIONEER HIGHWAY #80090



SOUTHBOUND LANE, MP 2.0



SOUTHBOUND LANE, MP 2.7



# SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

1800 Continental Place, Mount Vernon, WA 98273-5625  
(360) 416-1400

June 8, 2023

Ms. Jane Wall, Executive Director  
Washington State County Road Administration Board  
2404 Chandler Court SW, Suite 240  
Olympia WA 98504-0913

**RE: Pioneer Highway (Project No. 2923-01)  
MP 1.88 to MP 3.10 CRAB  
Request for advance 2025-2027 RATA funds**

Dear Ms. Wall:

Skagit County has scheduled construction of Pioneer Highway MP 1.88 to MP 3.10 overlay project for the 2023 construction season. The total allowable project RATA cost is \$641,700 with a RATA 90% share of \$713,000 originally approved per the NW Region RAP Array.

To date CRAB has approved a total of \$287,221; from the 2023-2025 biennium.

To construct this project in 2023, Skagit County is requesting to “borrow ahead” its remaining \$354,479 ( $\$641,700 - \$287,221 = \$354,479$ ) in 25-27 RATA project funding. Skagit County understands that this will reduce the amount of available RATA funds for use on other potential Skagit County projects for the 2025-2027 Biennium to \$845,521. ( $\$1,200,000 - \$354,479 = \$845,521$ ).

Authorization of this request would be dependent on the CRAB board’s approval and execution of the RAP Project Agreement for Construction Proposal Amendment No. 1.

Attached is a copy of the executed original Project Agreement for Construction Proposal, for your reference.

Please contact me if you have questions or comments on this request.

Sincerely,

\_\_\_\_\_  
Grace Kane, PE  
County Engineer/Public Works Director  
Skagit County Public Works

Attention: Steve Johnson, PE  
Grants Programs Manager

RECEIVED

BY: JK

DATE: 6-13-23

## REQUEST ADVANCE CONSTRUCTION FUNDS – RAP PROGRAM

Center Road – 2R  
JEFFERSON COUNTY

### Nature of Request:

Jefferson County is requesting a contract amendment to authorize the remaining RATA funds for the active project 1622-01 – Center Road 2R project. The requested RATA funding for this project totals \$1,700,700. RATA authorized to date is \$1,477,400. The remaining \$223,300 in RATA funding is expected to be authorized as part of the 2025-2027 biennium RAP cycle. If the funds are made available now, Jefferson County intends to construct the project in the summer of 2024 instead of waiting until 2025 for full RATA accrual on the standard schedule.

### Background:

The Center Road project was originally awarded RATA funding in the 2021-2023 RAP cycle, authorizing \$277,400. The 2023-2025 RAP cycle authorized an additional \$1,200,000 to the project.

The remaining \$223,300 is expected to be authorized as part of the 2025-2027 RAP cycle.

If this funding is authorized early, the funds would be deducted from the Jefferson County funding limit on the array of proposed 2025-2027 projects.

### Staff Analysis:

- The RATA balance remains high
- The RATA revenue forecast remains stable, and has capacity for advancing some of the existing obligation for projects

### Staff findings:

Staff has reviewed the project request and finds:

- Jefferson County has the capacity to complete the project in 2024.
- The RATA account has the capacity to reimburse the project costs ahead of the current 2025 reimbursement schedule.
- Jefferson County has agreed to the reduced funding limit for the 2025-2027 RAP cycle, if the request is approved.

### Recommendation:

Staff recommends authorizing \$223,300 in advanced RATA funding for the Center Road 2R project, MP 10.34 to 14.58. This funding, if approved by the CRABoard, will be deducted from the Jefferson County funding limit on the 2025-2027 array of RAP proposed projects.





Department of Public Works  
Jefferson County, Washington

623 Sheridan Street  
Port Townsend, WA 98368  
360-385-9160

May 30, 2023

Attn.: Steven R. Johnson, PE, Grant Programs Manager  
Ms. Jane Wall, Executive Director  
Washington State County Road Administration Board  
2404 Chandler Court SW, Suite 240  
Olympia WA 98504-0913

**RE: Center Road MP 10.34 to MP 14.58  
CRAB Project No. 1622-01  
Request for advance 2025-2027 RATA funds**

Dear Ms. Wall:

Jefferson County has scheduled construction of the Center Road MP 10.34 to MP 14.58 overlay project for the 2024 construction season. The total allowable project cost is \$1,889,872 with a RATA 90% share of \$1,700,700 originally approved per the NW Region RAP Array.

To date CRAB has approved a total of \$1,477,400: \$277,400 from the 2021-2023 biennium and an additional \$1,200,000 from the 2023-2025 biennium.

In order to construct this project in 2024, Jefferson County is requesting to "borrow ahead" its remaining \$223,300 ( $\$1,700,700 - \$1,477,400 = \$223,300$ ) in 25-27 RATA project funding. Jefferson County understands that this will reduce the amount of available RATA funds for use on other potential Jefferson County projects for the 2025-2027 Biennium to \$976,700 ( $\$1,200,000 - \$223,300 = \$976,700$ ).

Authorization of this request would be dependent on the CRAB board's approval and execution of RAP Project Agreement for Construction Proposal Amendment No. 2.

Attached are the original Project Agreement for Construction Proposal and Amendment No. 1 for your reference.

Please contact me if you have questions or comments on this request.

Sincerely,

  
Eric Kuzma, Engineering Services Manager  
Jefferson County Public Works

**WAC 136-14-060 Inventory records.** Each priority

programming process will be based, at least in part, on existing road conditions. It is required, therefore, that in each county an adequate road inventory system be maintained. The inventory system shall be updated no later than ~~May~~April 1st of each year to reflect work done and improvements made during the previous year in accordance with requirements of chapter 136-60 WAC.

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-14-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-14-060, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070. WSR 90-07-075 (Order 75), § 136-14-060, filed 3/21/90, effective 4/21/90; Order 16, § 136-14-060, filed 7/22/71.]



**WAC 136-20-020 Inventory.** Each county engineer shall have available in his or her office a complete inventory of all National Bridge Inventory (NBI) bridges on the county road system. The inventory shall list the location of each bridge by the state road log number and appropriate milepost, and shall include such other information as the engineer deems necessary.

In addition, all data required for the current Washington state bridge inventory ~~system (WSBIS)~~-database system as maintained by the Washington state department of transportation (WSDOT) shall be submitted to the WSDOT local programs bridge engineer. ~~on appropriate media furnished or otherwise approved by the WSDOT.~~

It is highly recommended that each county engineer maintain a similar inventory of the short span bridges, drainage structures, and large culverts on the county road system.

[Statutory Authority: Chapter 36.78 RCW. WSR 14-17-035, § 136-20-020, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-20-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-20-020, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070. WSR 91-21-136 (Order 83), § 136-20-020, filed 10/23/91, effective 11/23/91; WSR 90-17-075 (Order 78), § 136-20-020, filed 8/16/90, effective

9/16/90. Statutory Authority: Chapter 36.78 RCW. WSR 79-01-099 (Order 36), § 136-20-020, filed 1/3/79; Order 11, § 136-20-020, filed 10/9/69.]

**WAC 136-20-030 Inspection.** Each county engineer shall be responsible for all ~~routine and special NBI~~ NBI inspections of all NBI bridges on the county road system in accordance with the National Bridge Inspection Standards (NBIS) as promulgated and periodically revised by the WSDOT local programs office. The county engineer shall ~~note the date of all inspections and any changes since the previous inspection on the bridge inspection report and the WSBIS form and submit all such forms to the WSDOT local programs bridge engineer~~ ensure all inspection data is reported to the current Washington state bridge inventory system within ninety days of each inspection. It is highly recommended that each county engineer perform routine inspections of the short span bridges, drainage structures, and large culverts on the county road system.

[Statutory Authority: Chapter 36.78 RCW. WSR 14-17-035, § 136-20-030, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-20-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-20-030, filed 8/12/96, effective

9/12/96. Statutory Authority: RCW 36.78.070. WSR 91-21-136 (Order 83), § 136-20-030, filed 10/23/91, effective 11/23/91; WSR 90-17-075 (Order 78), § 136-20-030, filed 8/16/90, effective 9/16/90. Statutory Authority: Chapter 36.78 RCW. WSR 79-01-099 (Order 36), § 136-20-030, filed 1/3/79; Order 11, § 136-20-030, filed 10/9/69.]

**WAC 136-20-040 Certification.** Prior to April 1st of each calendar year, the WSDOT director of local programs will provide the following to the county road administration board:

~~(1) A listing on a county-by-county basis of all county NBI bridges which have not had a regular WSBIS and bridge inspection report submitted within the previous thirty months; and~~

~~(2) A listing on a county-by-county basis of all county NBI bridges which have not had a required special inspection report submitted within six months after the required inspection date; and~~

~~(3) A~~ a listing of all counties which are not in compliance with the requirements of the National Bridge Inspection Standards and the status of efforts toward achieving such compliance.

Any county which is not in compliance with the NBIS ~~or has~~  
~~a bridge or bridges on any of the above listings~~ shall be  
assumed to be ~~not in~~ out of compliance with bridge inspection  
procedures.

[Statutory Authority: Chapter 36.78 RCW. WSR 14-17-035, § 136-20-040, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-20-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-20-040, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070. WSR 91-21-136 (Order 83), § 136-20-040, filed 10/23/91, effective 11/23/91; WSR 90-17-075 (Order 78), § 136-20-040, filed 8/16/90, effective 9/16/90. Statutory Authority: Chapter 36.78 RCW. WSR 79-01-099 (Order 36), § 136-20-040, filed 1/3/79; Order 22, § 136-20-040, filed 4/19/73; Order 11, § 136-20-040, filed 10/9/69.]

9/12/96. Statutory Authority: RCW 36.78.070. WSR 91-21-136 (Order 83), § 136-20-030, filed 10/23/91, effective 11/23/91; WSR 90-17-075 (Order 78), § 136-20-030, filed 8/16/90, effective 9/16/90. Statutory Authority: Chapter 36.78 RCW. WSR 79-01-099 (Order 36), § 136-20-030, filed 1/3/79; Order 11, § 136-20-030, filed 10/9/69.]

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[Statutory Authority: Chapter 36.78 RCW. WSR 14-17-035, § 136-20-040, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-20-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-20-040, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW 36.78.070. WSR 91-21-136 (Order 83), § 136-20-040, filed 10/23/91, effective 11/23/91; WSR 90-17-075 (Order 78), § 136-20-040, filed 8/16/90, effective 9/16/90. Statutory Authority: Chapter 36.78 RCW. WSR 79-01-099 (Order 36), § 136-20-040, filed 1/3/79; Order 22, § 136-20-040, filed 4/19/73; Order 11, § 136-20-040, filed 10/9/69.]

**WAC 136-400-050 Project application.** Upon a call for projects by the county road administration board, each application by a county for county ferry capital improvement funds shall be made no later than December 31 of the same year.

Project applications shall be submitted on application forms supplied by the county road administration board and shall include the following information:

- (1) Project description and scope;
- (2) Engineering drawings accurately describing the complete project;
- (3) Engineering analysis and cost estimate;
- (4) Evidence the applicant first sought funding through the public works ~~trust fund~~board public works assistance account or any other available revenue source; and
- (5) Comprehensive project financial plan including match funding amounts and sources as required by WAC 136-400-065 and amortization and cash flow schedules.

[Statutory Authority: Chapter 36.79 RCW. WSR 08-10-026, § 136-400-050, filed 4/28/08, effective 5/29/08; WSR 99-01-021, § 136-400-050, filed 12/7/98, effective 1/7/99. Statutory Authority:

1991 c 310 § 1(4). WSR 91-21-138 (Order 85), § 136-400-050, filed 10/23/91, effective 11/23/91.]

**WAC 136-400-060 Technical review committee.** (1) A

technical review committee shall be created to review project applications for county ferry capital improvement funds and present recommendations to the county road administration board for approval, denial or further action on the applications.

(2) The committee shall be composed of the following members or their designees:

(a) Executive director of the county road administration board;

(b) Washington state department of transportation highways and local programs director;

(c) A Washington state department of transportation marine engineer;

(d) One public works department representative from each of the WAC 136-400-010 named counties, each of whom shall serve as an ex officio, nonvoting member of the technical review committee.



(3) The technical review committee shall ensure that the project applications:

(a) Meet the applicable statutes and the standards of this chapter;

(b) Adhere to commonly held engineering practices and cost effectiveness; and

(c) Are complete and meet the project application requirements listed in WAC 136-400-050, including evidence the applicant first sought funding through the public works ~~trust fund~~board public works assistance account, or other available revenue source.

(4) The technical review committee shall also develop a written report on each project application. The written report will include the following elements:

(a) A project summary;

(b) A committee evaluation; and

(c) A committee recommendation based upon WAC 136-400-065 guidance and including any additional or clarifying terms established by the county road administration board's call for projects.

(5) The technical review committee's written report on each project application shall be submitted to the county road administration board no later than thirty days prior to the next regularly scheduled spring meeting after the project application deadline.

(6) Technical review committee meetings shall be convened on an "as needed" basis by the executive director of the county road administration board, who shall serve as chairperson.

[Statutory Authority: Chapter 36.79 RCW. WSR 08-10-026, § 136-400-060, filed 4/28/08, effective 5/29/08; WSR 99-01-021, § 136-400-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and 36.79.060. WSR 96-17-013, § 136-400-060, filed 8/12/96, effective 9/12/96. Statutory Authority: 1991 c 310 § 1(4). WSR 91-21-138 (Order 85), § 136-400-060, filed 10/23/91, effective 11/23/91.]

**WAC 136-130-020 Priorities by project type.** The county road administration board has determined that the interests of the counties in the several regions will be best served by encouraging development of distinct project priority rating systems for each region.

There shall be five project types eligible for RATA funding, with each having separate rating systems for project ranking and selection. The five project types include:

(1) Reconstruction - Emphasis on alignment and grade changes on 50 percent or more of the project length, and may include additional travel lanes and right of way costs.

(2) 3R - Resurfacing, restoration, and rehabilitation - Primary focus on extending the service life of existing facility involving less than 50 percent vertical or horizontal changes, and on safety improvements. Right of way costs are eligible for RATA reimbursement as a part of this project type.

(3) 2R - Resurfacing and restoration - Primary focus on restoration of the pavement structure on the existing vertical and horizontal alignment and spot safety improvements. Minor widening costs are allowed as a part of this project type. Right

of way costs are not eligible for RATA reimbursement in this project type.

(4) Intersection - 3R or reconstruction work limited to the vicinity of an existing intersection, and may include additional travel lanes and right of way costs.

(5) Bridge and drainage structures - Replacement or major rehabilitation of an existing bridge or other drainage structure, and may include additional travel lanes and right of way costs. The bridge or drainage structure(s) cost must be a minimum of 50 percent of the overall project cost.

(a) All National Bridge Inventory (NBI) listed structures are eligible for replacement or rehabilitation. Rehabilitation is the major work required to restore the structural integrity of a bridge as well as work necessary to correct major safety defects.

(b) All non-NBI structures are eligible for replacement of the existing structure.

In consultation with the individual regions, the executive director shall approve the various forms and procedures

necessary to allocate available RATA funding, consistent with  
RCW 36.79.080.

These project types shall be available for each region and  
no regional sublimits shall apply for project types.

[Statutory Authority: Chapter 36.78 RCW. WSR 21-22-083, § 136-130-020, filed 11/1/21, effective 12/2/21; WSR 19-04-047, § 136-130-020, filed 1/29/19, effective 3/1/19; WSR 11-05-005, § 136-130-020, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-130-020, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 84-16-065 (Order 56), § 136-130-020, filed 7/30/84.]

**WAC 136-161-050 RAP program cycle—Final prospectus.** By

September 1st of each even-numbered year prior to a funding period, each eligible county shall submit a final prospectus for each project for which it seeks RATA funds. Each final prospectus shall be submitted on forms provided by the county road administration board and shall include a vicinity map, a typical cross-section (existing and proposed), and, if a design deviation is required, an evaluation and determination by the county engineer. If a project is for the improvement of a road which continues into an adjacent county and the project terminus is within one thousand feet of the county line, the prospectus shall include a statement signed by the county engineer of the adjacent county certifying that the adjacent county will cooperate with the applicant county to the extent necessary to achieve a mutually acceptable design. All final prospectuses shall indicate that the design of the project shall begin not later than one year from the date of project approval by the county road administration board, and that construction of the project shall begin not later than six years from the date of project approval by the county road administration board. All

final prospectuses shall come from the pool of preliminary prospectuses submitted and field reviewed as specified in WAC 136-161-030 and 136-161-040. All counties shall use current cost pricing to estimate project costs. Inflation and contingency rates will be applied by the county road administration board based upon project type.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-161-050, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 01-05-009, § 136-161-050, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-161-050, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-050, filed 8/2/94, effective 9/2/94.]

**WAC 136-161-080 Limitations on allocations of RATA funds to counties.** For any project program period, no county shall receive a RATA fund allocation greater than the following maximum project RATA contribution, or percentage of the forecasted regional apportionment amount:

(1) PSR: No maximum project RATA contribution; 40% limit on percentage of the forecasted regional apportionment amount;

(2) NWR: No maximum project RATA contribution; twenty percent limit on percentage of the forecasted regional apportionment amount;

(3) NER: No maximum project RATA contribution; ~~maximum RATA contribution to each county for 2R and drainage projects combined is seven hundred fifty thousand dollars;~~ twelve and one-half percent limit on percentage of the forecasted regional apportionment amount;

(4) SWR: No maximum project RATA contribution; fifteen percent limit on percentage of the forecasted regional apportionment amount;

(5) SER: No maximum project RATA contribution; percentage varies by county as follows:

- |                        |                  |
|------------------------|------------------|
| (a) Asotin County      | ten percent      |
| (b) Benton County      | fourteen percent |
| (c) Columbia County    | eleven percent   |
| (d) Franklin County    | thirteen percent |
| (e) Garfield County    | ten percent      |
| (f) Kittitas County    | thirteen percent |
| (g) Klickitat County   | fourteen percent |
| (h) Walla Walla County | fourteen percent |
| (i) Yakima County      | twenty percent   |



(6) The county limits for all eligible and applying counties in each region will be adjusted to include by equal share the funding limit of any ineligible or nonapplying county.

(7) Projects must have a total estimated cost of two hundred fifty thousand dollars or greater to be eligible for RATA funding.

[Statutory Authority: Chapter 36.78 RCW. WSR 21-22-083, § 136-161-080, filed 11/1/21, effective 12/2/21; WSR 19-04-047, § 136-161-080, filed 1/29/19, effective 3/1/19; WSR 11-05-005, § 136-161-080, filed 2/3/11, effective 3/6/11; WSR 10-05-018, § 136-161-080, filed 2/4/10, effective 3/7/10. Statutory Authority: Chapter 36.79 RCW. WSR 08-16-042, § 136-161-080, filed 7/29/08, effective 8/29/08; WSR 07-17-020, § 136-161-080, filed 8/6/07, effective 9/6/07; WSR 03-11-046, § 136-161-080, filed 5/16/03, effective 6/16/03; WSR 99-01-021, § 136-161-080, filed 12/7/98, effective 1/7/99; WSR 98-09-070, § 136-161-080, filed 4/20/98, effective 5/21/98. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-080, filed 8/2/94, effective 9/2/94.]

WAC 136-161-120 RAP program advancing RATA funds.  
Counties may request advancing RATA funds for partially funded projects. Such a request by a county shall demonstrate the ability to proceed with the project ahead of the regular funding schedule and shall acknowledge that advancing RATA funds will

correspondingly reduce the limit of RATA funds that may be allocated to the county in the next project program period.

In considering a request to advance RATA funding, the county road administration board will review the county's justification, the current RATA account balance, expected reimbursements, and the most current transportation revenue forecast.

The executive director shall approve or deny a county's request for advancing RATA funds.

(a) If the request is approved, in whole or part, the executive director is authorized to execute an amendment to the CRAB/county contract. Upon execution of a contract amendment under this chapter, the executive director will advise board members of the amendment details at the next CRAB board meeting.

(b) If the request is denied, in whole or in part, the county may appeal the executive director's decision at the board's next regularly scheduled board meeting.

Chapter 136-165 WAC

INCREASED ALLOCATIONS OF RATA FUNDS TO PROJECTS

Last Update: 11/1/21

WAC

136-165-010 Purpose and authority.

136-165-020 Requirements for consideration of RATA fund increases.

136-165-030 County road administration board evaluation, consideration and action.

136-165-040 Effect of receiving RATA increase.

136-165-050 Amendment of CRAB/county contract.

**WAC 136-165-010 Purpose and authority.** RCW 36.79.150

provides for increasing the amount of RATA funds allocated to a project. This chapter describes the manner in which counties may request an increase in the amount of RATA funds allocated to a project and the manner in which the county road administration board will respond to such requests. ~~This chapter will apply~~

~~only to projects for which RATA funds have been allocated after July 1, 1995.~~

[Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-165-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-010, filed 8/2/94, effective 9/2/94.]

**WAC 136-165-020 Requirements for consideration of RATA**

**fund increases.** (1) When a county submits its final prospectus as described in WAC 136-161-050, the county road administration board presumes that the amount of RATA funds requested, plus any non-RATA funds that may be designated for the project, are sufficient to fully, and in a timely manner, complete the project as described.

(2) All cost increases during the course of construction shall be the responsibility of the county. In extraordinary circumstances, a county may request an increase in the amount of RATA funds allocated to a project. A county may request an increase in a project's RATA allocation once during the course of a project's development, and such request may occur only after completion of preliminary engineering, but prior to

commencing construction. A project shall be considered to have commenced construction if:

(a) The construction contract for the work has been awarded; or

(b) If done by county forces, the work has commenced, except for construction engineering.

Requests for increases in excess of twenty-five percent of the original RATA allocation will not be considered or granted; the county must secure other funds, withdraw or request the termination of the project, or request a change in scope and/or project limits. If current funding sources are not sufficient to cover the costs beyond a twenty-five percent increase, the county may resubmit the same project for funding in the next funding period. Upon funding of the new project by the county road administration board, the previous contract shall become void. All RATA funds expended on the previous contract shall be repaid to the county road administration board unless waived by the county road administration board in keeping with provisions of WAC 136-167-030.

(3) A request by a county for an increase in RATA funds allocated to a project shall demonstrate that:

(a) The county at the time of preparing its final project prospectus considered the factors listed in subsection (4) of this section;

(b) The request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in subsection (5) of this section;

(c) It is not feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation;

(d) The request is not to pay for an expansion of the originally approved project;

(e) If the work is to be done by contract, the county has supplied to the CRABoard, an updated engineer's cost estimate prior to, and within three months of, advertisement of the project for construction bids; and

(f) If the work is to be done by county forces, the county has supplied to the CRABoard, an updated engineer's cost

estimate prior to, and within three months of, commencement of the work.

(4) At the time of preparation and submittal of the final project prospectus, a county is expected to consider all information which may affect the cost of the project. In cases where the information is incomplete or poorly defined, the county is to exercise good professional judgment and/or seek outside professional assistance and advice in order to prepare a reasonable RATA fund request. The information which a county is expected to consider includes, but is not limited to, the following:

(a) The availability at the needed time of matching funds and other supplementary funds;

(b) All technical data reasonably available such as topographic maps, reconnaissance reports, surface and subsurface geotechnical data, hydraulic and hydrological data, sources of materials, applicable design standards, and any earlier preliminary engineering;

(c) Required permits, including preproject scoping consultations with the permitting agencies and an estimate of the costs of complying with permit requirements;

(d) Required right of way or other easements, and the time and cost of acquisition;

(e) Availability of qualified contractors to perform the work;

(f) Ownership, type, amount, and time requirements of any required utility relocation;

(g) Historical and projected labor, equipment and material costs; and

(h) The project development timetable leading to completed construction and the interrelation of this project to all other work activities under the control of the county engineer.

(5) The county road administration board will increase RATA funds allocated to a project only if it finds that the request for an increased allocation is based on extraordinary and unforeseeable circumstances, including but not limited to the following:



(a) The county relied on existing technical data which were later found to be in error, and which will necessitate a significant design change prior to proceeding with construction;

(b) Project permit requirements were substantially changed, or new permits were required;

(c) Supplementary funds, such as impact fees, developer contributions, grants, etc., which were forecasted to be available for the project, were withdrawn or otherwise became unavailable;

(d) Design or other standards applicable to the project were changed; and/or

(e) The start of construction will be significantly delayed or additional construction requirements will be added as a direct result of legal action; provided however, that the failure of a county to exercise its statutory powers, such as condemnation, will not be grounds for increasing RATA funds.

(f) The lowest responsive bid for construction exceeds the amount of available funding for construction; provided that said bid is determined by the county engineer to be reasonable and the increased cost of the bid can be justified.

~~(6) Extraordinary and unforeseeable market-wide fluctuations in standard bid item costs will not be considered a basis for project cost increases by the county road administration board.~~

[Statutory Authority: Chapter 36.78 RCW. WSR 21-22-083, § 136-165-020, filed 11/1/21, effective 12/2/21; WSR 11-05-005, § 136-165-020, filed 2/3/11, effective 3/6/11; WSR 09-23-044, § 136-165-020, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter 36.79 RCW. WSR 06-11-067, § 136-165-020, filed 5/12/06, effective 6/12/06; WSR 99-01-021, § 136-165-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-020, filed 8/2/94, effective 9/2/94.]

**WAC 136-165-030 County road administration board**

**evaluation, consideration and action.** (1) In deciding whether to grant a request for a RATA allocation increase submitted under the provisions of WAC 136-165-020, the county road administration board will consider the following factors:

(a) Whether the county, at the time of preparing its final project prospectus, considered the factors listed in WAC 136-165-020(4);

(b) Whether the county's request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in WAC 136-165-020(5);

(c) Whether it is feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation;

(d) Whether the request is to pay for an expansion of the project; and

(e) Whether the increased allocation will have an adverse effect on other approved or requested RATA funded projects.

~~(2) If the county road administration board finds that an increase in RATA funds for a previously approved project is justified, some or all of the requested increase may be allocated. The executive director shall approve or deny a county's request for additional funds.~~

(a) If the request is approved, in whole or in part, the executive director is authorized to execute an amendment to the CRAB/county contract. Upon execution of a contract amendment under this chapter, the executive director will advise board members of the amendment details at the next CRAB board meeting.

(b) If the request is denied, in whole or in part, the county may appeal the executive director's decision at the board's next regularly scheduled board meeting.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-165-030, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-165-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-030, filed 8/2/94, effective 9/2/94.]

**WAC 136-165-040 Effect of receiving RATA increase.** A county's increased RATA funds for a project program period shall correspondingly reduce the limit of RATA funds that may be allocated to the county in the next project program period; provided that the county road administration board may grant a county's request to decrease such a reduction by the total amount of increased but unexpended RATA funds.

All reductions and reduction adjustments as described shall be effective in the project program period following the period in which the increase in the RATA funds is approved.

[Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-165-040, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-165-040, filed 12/7/98,

effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-040, filed 8/2/94, effective 9/2/94.]

**WAC 136-165-050 Amendment of CRAB/county contract.** All changes in approved RATA allocations and other county road administration board actions taken under the provisions of this chapter shall be reflected by amending the CRAB/county contract. Failure of a county to sign and return an amended CRAB/county contract within forty-five calendar days of its mailing by the county road administration board shall nullify all allocation increases and other county road administration board actions. [Statutory Authority: Chapter 36.78 RCW. WSR 11-05-005, § 136-165-050, filed 2/3/11, effective 3/6/11. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-165-050, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-109, § 136-165-050, filed 8/2/94, effective 9/2/94.]

**WAC 136-180-030 Voucher approval.** The county constructing each RAP project may submit vouchers monthly as the work progresses and shall submit a final voucher after completion of each RAP project for the payment of the RATA share of the project cost. Each voucher shall include total project costs to date, including costs covered by other funding sources. The county shall include with each voucher sufficient documentation to verify costs. Reimbursable costs include all eligible direct costs for the design phase, right-of-way phase in allowed regions, and construction phase. Indirect costs including overhead and support services shared by multiple department's programs or funds such as accounting, payroll, administrative, or human resources salaries and benefits and information technology services for the municipality shall not be ~~included~~ reimbursed. The chair of the county road administration board or his/her designee shall approve such vouchers for payment to the county submitting the voucher.

[Statutory Authority: Chapter 36.78 RCW. WSR 21-22-083, § 136-180-030, filed 11/1/21, effective 12/2/21. Statutory Authority: Chapter 36.79 RCW. WSR 99-01-021, § 136-180-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.78.070 and

36.79.060. WSR 96-17-013, § 136-180-030, filed 8/12/96,  
effective 9/12/96. Statutory Authority: Chapter 36.78 RCW. WSR  
84-16-065 (Order 56), § 136-180-030, filed 7/30/84.]



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**  
Staff met 7/18 to begin discussions on legislative messaging that will inform several initiatives, including the annual report, conferences, fall board tour and collateral for session
- 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**  
Staff and stakeholder conversations commenced in spring 2023 and will continue.
- 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 attendance remains strong. Currently using platform for organizational change management to discuss pending decommissioning of Mobility in September 2023.
- 2. Implement County Training**  
Office of the 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, specifically SmartSimple training in fall 2023
- c. Plan and Host the Road Design Conference**  
Sponsor outreach commenced. Lake Chelan set for 2024 location.
- 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 communications infrastructure and establish a communications strategy

- 1. Develop Agency Visual Identity and Value Language**  
Branding soft launch currently rolling out, provided to SmartSimple and updating assets for internal and external use
- 2. Write and Implement an Integrated Marketing Plan**  
Marketing plan and calendar draft in progress; current focus on expanding communication with multiple audiences using Emma and newsletter; strategizing fall event messaging
- 3. Build Foundational Communications Infrastructure**  
(Broken Out by Tool Below)
- a. Emma Listserv**  
3/13 successful soft launch to 1500 recipients, three monthly newsletters have rolled out, currently building templates, subscriptions & web tools for agency use
- b. CRAB Website**  
Conducting preliminary website audit and updates, reworking the news section to support email campaigns and add functionality
- c. Annual Report**  
Partial redesign completed for 2022; discussions have started on messaging and structure for 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



# Engineering Division Board Report

July 2023 Meeting

Report Period: April 8, 2023 to July 21, 2023

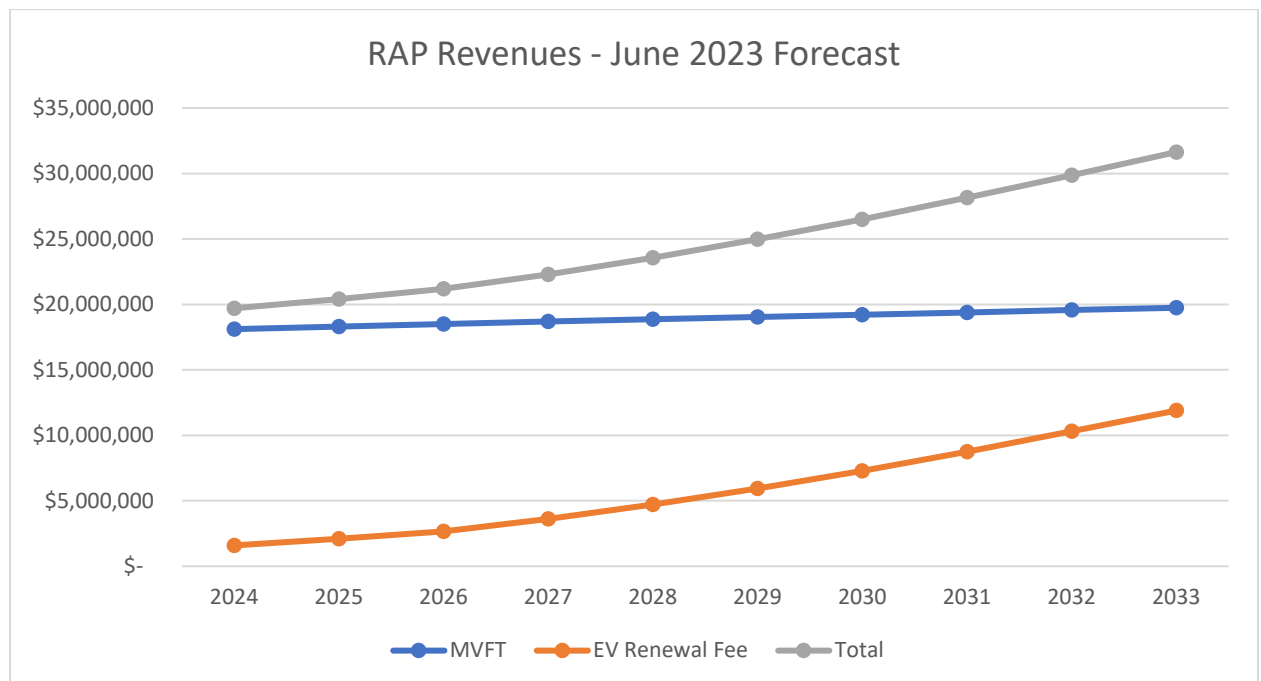
## Engineering Staff Highlights:

### Deputy Director – Drew Woods, P.E.

This quarter was busy with county visits and regional meetings. I was able to get out to several counties for visits and regional meetings. The one theme of the meetings that is constant is the issue the counties are facing with recruitment and retention of staff. If the counties are fortunate to find good talent, once they are trained they often lose them to better opportunities. The surprising part is how often the employees leave for other governmental agencies such as cities and PUD's.

Derek and Steve worked hard with the IT Team to get the SmartSimple implementation close to the finish line. There is still some work to do, but we are on track to implement SmartSimple to replace CARS for the December reporting and to replace RAP online this fall before the start of the next call for projects.

Speaking of RAP, the revenue outlook for RAP continues to look more positive. Not because motor vehicle fuel tax revenues are forecast to increase (they aren't), but because the forecast revenue from the electric vehicle registration renewal fee continue to rise. While CRAB and the county's MVFT funded programs continue to forecast to be stagnant over time, the EV fee is one that continues to increase with each transportation revenue forecast.



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

SmartSimple CARS replacement development was concluded on June 30<sup>th</sup> and is now in post development cleanup by CRAB IT and Engineering staff. The June 2023 update to the Engineer's Desk Reference was completed and posted on the website. Derek provided support to several counties on engineering and administrative issues. Attended the WSACE annual conference. By invitation, attended the July DNR PLSO survey advisory board meeting to present on the status of county survey monument protection policies.

### **Grants Program Manager – Steve Johnson, P.E.**

This past quarter I prepared and coordinated the execution of the RAP project contracts approved by the Board in April. Additionally, I scheduled each of the RAP Regions, and held these in person (for the first time since pandemic reopening). A significant portion of the spring regional meetings involved discussion of proposed WAC changes, which will be presented to the Board. A summary of the meeting topics is included as an appendix.

SmartSimple RAP Online replacement development continued, focusing on functionality. Continued testing and adjustments are expected over the next several months.

### **Design Systems Manager – Brian Bailey**

In quarter 2 of 2023, I lead an Unmanned Aircraft Certification course to help six county staff acquire their drone pilots certification. All staff passed with flying colors, indicating that they were very pleased with the agenda and execution of the training.

We have begun planning the 2024 Road Design Conference. We usually begin planning in September, but we've found that many sponsors budget and commit to other conference sponsorship opportunities much sooner than September. By starting sooner, we hope to attract new sponsorship to our event.

### **Road Systems Manager – Mike Clark**

This past quarter I spent a few days on the road training county staff from Island, Mason, Pacific, Pend Oreille, San Juan, Thurston and Whatcom counties for VisRate Rating, GIS-Mo and Pavement Management. This next August and September I will be on the road in Eastern Washington for VisRate, Pavement Management and GIS-Mo training.

The past few months I have been generating numerous reports and validating data used for the Motor Vehicle Fuel Tax calculation. It has been quite a journey and I appreciate all the county staff, CRAB co-workers and other state agencies who have assisted me in the process.

## **County Engineer Appointments:**

- On April 14, 2023 James Wege, P.E. began as the Garfield county engineer. James comes from private practice. Prior to that, he worked 20+ years at the WSDOT bridge preservation office.
- On July 1, 2023 Doug Ranney, P.E. began as the Whatcom county engineer following the retirement of Jim Karcher.

James Nelson—District 1  
JNelson@co.garfield.wa.us

Larry Ledgerwood—District 2  
LLedgerwood@co.garfield.wa.us

Justin Dixon—District 3  
JDixon@co.garfield.wa.us

*Board of County Commissioners*

# Garfield County



McKenzie Lueck, Clerk of the Board | [MLueck@co.garfield.wa.us](mailto:MLueck@co.garfield.wa.us)

County Road Administration Board,

This letter is to inform you that Garfield County hired James Wege as County Engineer with a start date of 4/17/2023. His license number is 39525. If you have any questions or concerns please feel free to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Justin Dixon".

Justin Dixon, Chairman

**WHATCOM COUNTY PUBLIC  
WORKS DEPARTMENT**

**Elizabeth Kosa, Director**



322 N. Commercial Street, Suite 110  
Bellingham, WA 98225  
Telephone: (360) 778-6230  
FAX: (360) 778-6231  
[www.whatcomcounty.us](http://www.whatcomcounty.us)

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

Dear Ms. Wall,

The purpose of this letter is to formally notify you that on June 30<sup>th</sup>, 2023 James Karcher will be retiring from public service as the Whatcom County Engineer. While we are sad to see him leave, we are excited for him as he moves on to the next chapter of his life. Pursuant to RCW 36.80, Whatcom County is thrilled to announce that Engineering Manager, Douglas Ranney (license #51025) has accepted the responsibilities as our new County Engineer starting July 1, 2023. In the coming weeks, we will set up a time for you to meet with him.

You will find an enclosed organizational chart detailing the county engineer's responsibilities and statutory oversight as well as Doug's contact information.

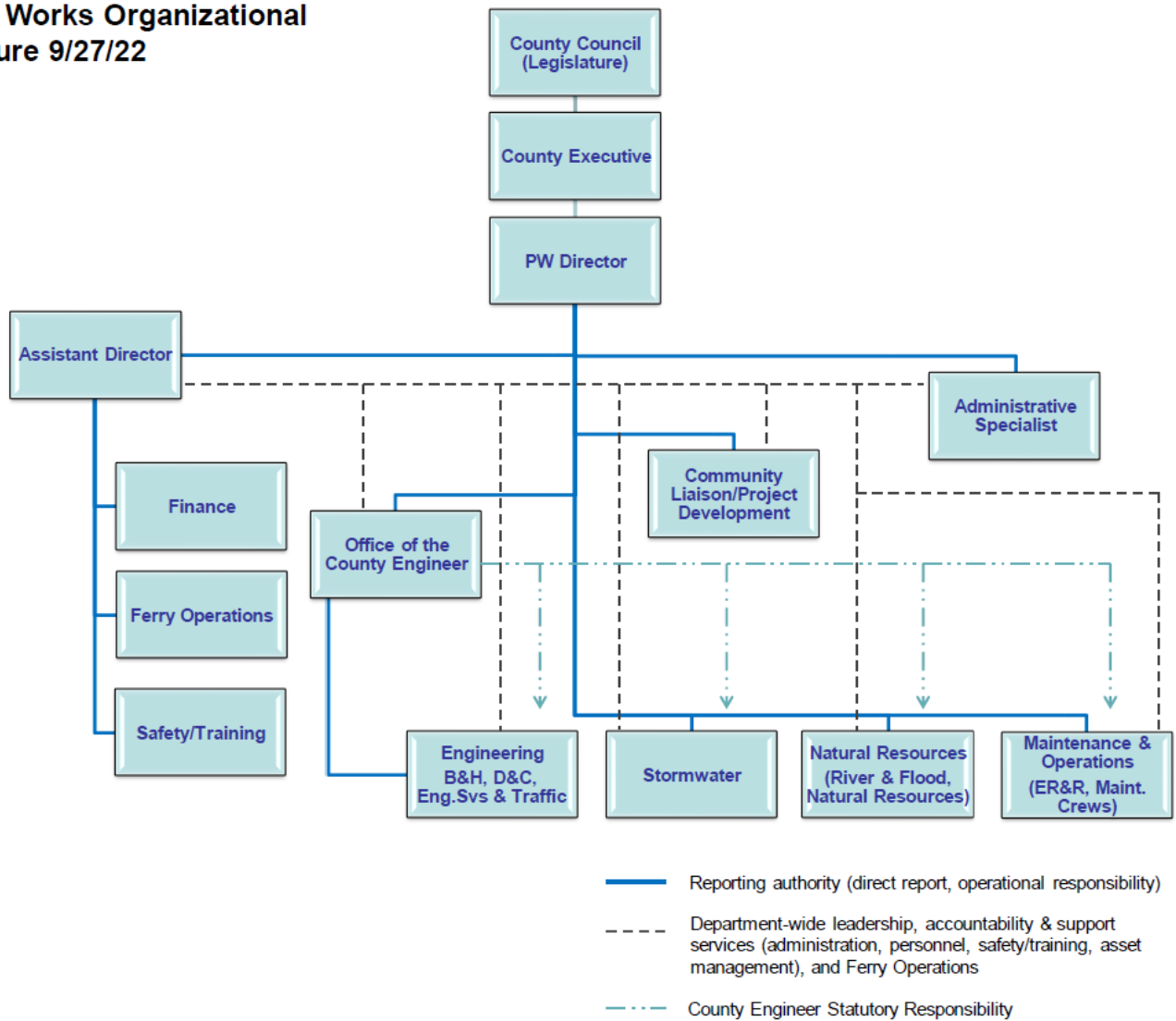
Respectfully,

A handwritten signature in black ink, appearing to read "Elizabeth Kosa".

Elizabeth Kosa

cc. Satpal Singh Sidhu, Whatcom County Executive  
Tyler Schroeder, Deputy Executive  
Chris Quinn, Deputy Prosecuting Attorney Civil Division  
Barry Buchanan, Chair, Whatcom County Council  
Drew Woods, P.E., Deputy Director, County Road Administration Board  
Derek Pohle, P.E., Support, Training, and Compliance Manager, County Road Administration Board  
Office of the Whatcom County Engineer

**Public Works Organizational Structure 9/27/22**



Doug Ranney  
[DRanney@co.whatcom.wa.us](mailto:DRanney@co.whatcom.wa.us)  
 Office: (360) 778-6255  
 Cell: (360) 815-5579

- On July 5, 2023, Seth Scarola, P.E. was appointed the Klickitat county engineer. Seth has been the interim county engineer following the departure of Gordon Kelsey in December 2022.

### County Engineer Vacancy Status (WAC 136-012):

<b>County</b>	<b>Effective Date</b>	<b>Original Six-Month Expiration</b>	<b>Six-Month Extension</b>	<b>Notes</b>
<i>Asotin</i>	June 1, 2023	December 1, 2023	-	Charles Eaton retired, county yet to inform CRAB w/info to fully satisfy WAC 136-12
<i>Grays Harbor</i>	TBD	-	-	Rob Wilson on unusually extended vacation, WAC 136-12 Q's
<i>Pend Oreille</i>	April 12, 2022	October 12, 2022	(2)October 12, 2023	Don Ramsey PE interim, currently recruiting

### County Audit Reviews:

	<b>Number</b>	<b>Findings</b>	<b>Management Letters</b>	<b>County Road or ER&amp;R</b>	<b>CRAB Follow-Up Needed</b>
<i>Financial</i>	9	5	0	Yes	Yes
<i>Accountability</i>	9	2	2	Yes	Yes
<i>Fraud</i>	0	0	0	-	-
<i>Performance</i>	0	0	0	-	-

Adams County – ML, regarding updating their indirect cost allocation plan

Benton County – Finding, incorrect accounting of covid relief \$\$, GASB 34 infrastructure capitalization

Pend Oreille County – Finding, inappropriate use of covid relief \$\$ to pay back ER&R for replacement rate holiday in 2021

### Design Systems and Unmanned Aerial Systems (UAS) Update:

- 2024 Road Design Conference

We have begun planning for 2024 Road Design Conference. It will be held at Campbell's Resort in Chelan, WA on March 20-22, 2024.

- Training  
6 County staff members from 5 counties attended our Unmanned Aircraft Certification training in Olympia on May 17-19. Following the test preparation class (2 ½ days), staff sat for the certification exam and passed with an average passing score of 91%.
- UAS Operations  
The UAS program recently acquired 2 Emlid GNSS receivers. These receivers will help to improve the georeferencing of the data collected by CRAB's unmanned aerial vehicle (drone), resulting in more accurate mapping projects.

## Learning Management System Update:

- 2023 2<sup>nd</sup> quarter performance
  - The platform has 863 registered users and has had 126 unique logins during the period.
  - Users have accessed 941 individual assets and 270 learning path courses.
  - Of the assets accessed, 471 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This represents 50% of all individual assets consumed in this quarter.
- Using imputed averages for assets and courses, CRAB provided approximately 178 person-hours of training.
- This quarter saw slightly overall usage numbers as last quarter, but saw a substantial increase in the use of CRAB content.

## County Visits and Training – Engineering Team:

- Drew and Derek visited Jefferson and Clallam Counties in June for informal county visits.
- Drew and Jane visited Clark and Skamania counties in June for informal visits.
- Steve hosted regional RAP meetings in Grant, Benton, Pierce, Skagit and Cowlitz counties. Drew joined all of the meetings except for Grant county.
- The Engineering Team hosted County Engineer Training in Olympia in early May.
- Derek provided SoGP training to Snohomish County Transportation and Environmental services.
- 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	1		1		1						1					1								5	
Asotin					3					3		1												7	
Benton					3					1		1				2		4						11	
Chelan			1		1					2		1						1						6	
Clallam	1	1	1		2	1	1					2				1								10	
Clark	1	1	1		7		2					2				1		2						17	
Columbia			1		1							1												3	
Cowlitz			1		1							1			1									5	
Douglas			1							1		1				1		1						5	
Ferry			1		6					2		1			2		1		1					14	
Franklin	1		1		2							1				1		1						7	
Garfield			1		1					1		1				1								5	
Grant			1		2							1												4	
Grays Harbor	1				3					1		1				1								7	
Island					4	1				1		1			1			1						9	
Jefferson		1			1					1		1						1						5	
King					1							1				1								3	
Kitsap					1					1		1				1		1						5	
Kittitas			1		1							1												3	
Klickitat					2							1				1								4	
Lewis			1	1	1					2		1				1		1						8	
Lincoln	1		2				1					2												6	
Mason					1		1			2		2				1	1	2						10	
Okanogan			1	1	1					2		1						1						7	
Pacific					2					2		1			1		1	2						10	
Pend Oreille	1				2							1				1		2						7	
Pierce	1		2	1	3		1			1		2												11	
San Juan	1		1		2		1					2				2		1						10	
Skagit			1		1		2			3		2				1		2						12	
Skamania	1	1			3					3		1				2		2						13	
Snohomish			1		1					1		2				1		2						8	
Spokane			1		1		1			1		2			1		1							9	
Stevens			1							1		1												3	
Thurston	1		2		3		2			1		2			2		1	1	2					17	
Wahkiakum					1					1		1				1		1						5	
Walla Walla			1							1		1			1									4	
Whatcom					5					1		1				1	1	1						10	
Whitman			1	1								1												3	
Yakima			1	1	1					1		1				1								6	
State Agencies							8			2						5								15	
National	1			1						1									3					6	
Public							5					1												6	
<b>Staff Totals</b>	<b>50</b>				<b>98</b>				<b>90</b>				<b>9</b>				<b>74</b>								

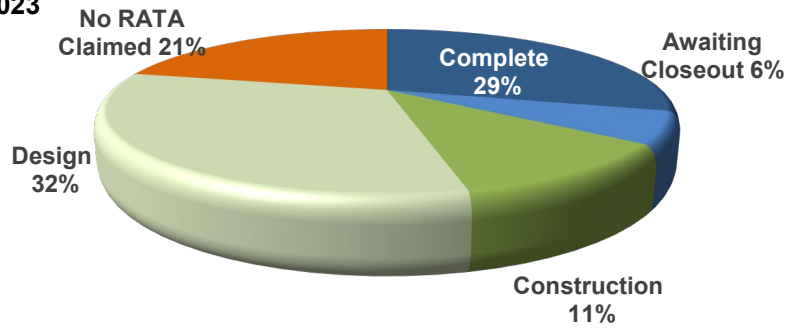
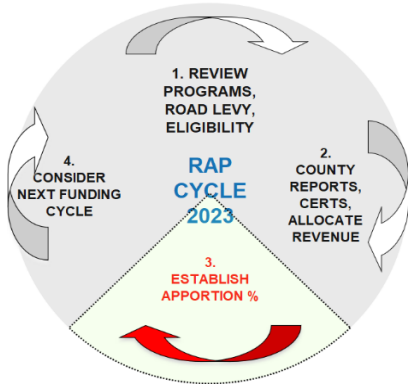


## RAP Program Status:

## RURAL ARTERIAL PROGRAM

July 2023

### Projects Funded 2011 - 2025



### PROJECT STATUS:

Billing Phase	'83-'11	'11-'13	'13-'15	'15-'17	'17-'19	'19-'21	'21-'23	Current Biennium '23-'25	TOTAL
Completed	1039	2	47	27	22	8			1145
Awaiting Closeout	2		2	5	5				14
Some RATA paid	1		1	9	15	31	27	2	86
No RATA Paid						3		39	42
<b>TOTAL</b>	1042	2	50	41	42	42	27	41	1287

### FUND STATUS:

**Anticipated Revenue to end of '23 - '25 Biennium:**

Fuel tax receipts and interest through June, 2023	690,992,513
<b>Estimated</b> fuel tax, int, Elect Vehicle overages and <b>MVA Transfers</b> July '23 thru June '25	45,786,500
Total estimated revenue	<b>736,779,013</b>

**RAP Expenditures to date:**

To Completed Projects	608,534,837
To Projects in Design or Under Construction	42,808,139
Administration	14,220,620
Total RATA spent	<b>665,563,597</b>

**RAP Obligations:**

RATA Balance on Active Projects	151,526,455
RATA \$ yet to allocate to Partially funded projects -	29,149,806
Requests for reimbursement - pending	673,089
Estimated remaining administration through 2023- 2025 biennium	1,282,000
Total RATA obligated	<b>182,631,350</b>

### QTR 2 - 2023 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
March	\$26,451,084.13	\$2,511,433.22	\$49,519.33	(310,803.88)	21	(57,529.68)	\$28,643,703.12
April	\$28,643,703.12	\$1,299,341.88	\$56,954.47	(616,675.75)	16	(56,182.03)	\$29,327,141.69
May	\$29,327,141.69	(\$2,344,281.50)	\$63,761.25	(700,414.94)	23	(53,761.07)	\$26,292,445.43
June	\$26,292,445.43	\$2,085,373.25	\$72,015.06	(2,609,741.34)	32	(38,543.56)	\$25,801,548.84
<b>TOTALS:</b>		\$3,551,866.85	\$242,250.11	(4,237,635.91)	92	(206,016.34)	

## Completed Projects:



The Cunningham Road is a minor collector linking Southeast and Southwest Adams County together. It is used as a secondary route from Othello to SR 395. This road is a haul route for farm products to market or storage and a secondary haul route for National Foods chicken egg farm. 42% of recent ADT represents truck traffic. The prior lane width was 9 feet with a varying 3 foot gravel and native material shoulder that had eroded in places. The narrow roadway and unprotected steep slopes compromised safety.

Adams County  
Cunningham Road  
2R – 0117-02

Total Project Cost: \$1,139,975  
RAP Contribution: \$ 901,000  
Local Contribution: \$ 238,975

This was a 2R project (Resurface/Restoration).

The project consisted of widening the roadbed to 28 feet, mitigating roadside hazards, modifying side slopes, shoulder widening, adding guardrail, and surfacing the entire roadway with a BST.





Mill Creek Road provides access to residences in Washington and Oregon. Logging trucks, agricultural trucks, school buses, outdoor recreation enthusiasts, tourists, wedding events, and bicyclists all use this road. This road serves as access to the Umatilla National Forest and to the City of Walla Walla's municipal water supply. The intersection of Mill Creek Road and Five Mile Road had poor geometrics combining a "Y" intersection with grade change. Mill Creek Road did not have a usable shoulder.

Walla Walla County  
Mill Creek Road  
RC – 3616-01

Total Project Cost: \$6,343,658  
Fed Contribution: \$1,988,875  
RAP Contribution: \$1,916,000  
Other grants: \$ 272,921  
Local Contribution: \$2,165,862

This was a RC project (Reconstruction).

The intersection of Mill Creek Road and Five Mile Road was realigned both horizontally and vertically. The road was widened, and clear zone was provided.





The Klondike Road is the primary route from north Republic to its connection with the West Curlew Lake Road, providing access to the recreational facilities associated with the lake as well as providing access to residential and agricultural areas north and east of Republic. The road functions as a major commuter route from the northern county.

This section of Klondike Road was exhibiting shoulder loss, pavement distress, and cracking, both longitudinal and transverse.

Ferry County  
Klondike Road  
2R – 1019-01

Total Project Cost: \$342,354  
RAP Contribution: \$308,118  
Local Contribution: \$ 34,236

This was a 2R project (Resurface/Restoration). The project consisted of crack sealing, pre-level, and BST chip seal with County Forces Construction.



# RAP Regional Meetings Summary

*County Road Administration Board – July 27, 2023*  
**Regional RAP meetings update**

Regional meetings were held in June 2023. Topics covered:

- Funding and project status for the RAP program, as summarized on the RAP Program Status Report.
- Legislative budget and impact – reduced MVA transfer, but is not expected to impact currently active projects.
- Reviewed all active RAP projects with a high-level (construction-centric) project status overview.
- RAP Online is being replaced using a SmartSimple application. There are obvious differences in visuals and navigation through the site, but the process is designed to remain similar to current practice.
- Several proposed WAC changes were presented with opportunity for discussion. Most proposed changes had little to no comment, with a couple proposals resulting in mild analysis.
  - Indirect cost clarification (WAC 136-180-030) – supplementing the definition of indirect costs.
  - Eligible work clarification – allowing for urban style improvements that are necessary for the project (such as safety lighting and sidewalks associated with ADA improvements)
  - Project type funding sublimits – NE and SW currently have self-imposed application limits. NE limits 2R and DR applications to \$750k per county per biennium. SW limits DR projects to \$500k per project. Proposal is to eliminate these sublimits. This resulted in some analysis in the NE Region, and will be discussed further.
  - All project types will be allowed in all regions. NW and SW restricted applications to only a few of the available project types. This proposal will allow all regions to apply for any eligible project type. This will require development of new scoring worksheets for these regions.
  - Project estimate development. Proposal is to have counties prepare final prospectus estimates based on current costs, and apply inflation and contingency rates (by CRAB) based on project type. NE region discussion prefers that CRAB provide an advised inflation and contingency rate instead of CRAB applied.
  - Modify additional RATA request rules (WAC 136-165). Allow for requesting additional RATA funding in other circumstances, and delegate decision authority to Executive Director.
  - Advanced RATA funding – propose standard process for “borrowing forward” RATA funds, and delegate decision authority to Executive Director.
  - Discussion of study items for potential longer-term RAP rule changes
    - Match Requirement adjustments (continue at 90%/10%? Shift to 100%? Etc)
    - County Limits calculation adjustments
    - Disincentivizing federalization of RATA projects



Staff Project Actions Taken:

*County Road Administration Board – July 27, 2023*

**Project Actions Taken by CRAB Staff**

**I. Staff Action Pacific County – Construction Extension request for North Nemah Road (2517-01)**

Pacific County requested a construction lapse extension for their North Nemah Road 3R project. The request is based on delays resulting from turnover and loss of key employees and additional disruptions resulting from the pandemic.

The director forwarded a letter on April 20, 2023 granting a two-year extension for this project, setting a new construction lapsing date of April 27, 2025.

**II. Staff Action Pacific County – Construction Extension request for Stringtown Road Culvert (2517-02)**

Pacific County also requested a construction lapse extension for their Stringtown Road culvert DR project. The request is also based on delays resulting from turnover and loss of key employees and additional disruptions resulting from the pandemic.

The director forwarded a letter on April 19, 2023 granting a two-year extension for this project, setting a new construction lapsing date of April 27, 2025.

**III. Staff Action Okanogan County – Construction Extension request for Cameron Lake Road (2417-02)**

Okanogan County requested a construction lapse extension for their Cameron Lake Road RC project. The request is based on delays associated with NEPA and Right-Of-Way processes necessary for the project.

The director forwarded a letter on July 6, 2023 granting a two-year extension for this project, setting a new construction lapsing date of August 10, 2025.

**IV. Staff Action Ferry County – Construction Extension request for Bridge Creek Section 13 (1017-02)**

Ferry County requested a construction lapse extension for their Bridge Creek Section 13 3R project. The request is based on delays associated with turnover, short staffing, large backlog of projects, and evidence of progress delivering said projects.

The director forwarded a letter on July 17, 2023 granting a two-year extension for this project, setting a new construction lapsing date of August 10, 2025.

## Previous Board Actions Update:

## *County Road Administration Board – July 27, 2023*

### **I. Updates on previous Board actions - Projects**

- **Columbia County – Lower Hogeve (0713-02) construction lapse extension to April 2025**
  - 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 ahead of the newly extended construction lapse date of April 2025.
- **Asotin County – Snake River Road project termination and waiver of payback**
  - Asotin County has been awarded RATA funding in our current cycle ('23-'25), aiming to construct Phase 1 – a portion of the original project. Phase 2 (the remainder of the project) is still seeking funding. They have been approved on the 2023 STIP for the MPO to request additional federal 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.
- **Cowlitz County’s South Cloverdale Road extension**
  - Cowlitz County’s South Cloverdale Road project was granted a two-year extension to reach construction.
  - The county is continuing the Right-Of-Way phase processes and requirements necessary for this project.
- **Grays Harbor County’s Garrard Creek Road extension**
  - Grays Harbor’s Garrard Creek Road Realignment project was granted a one-year extension to reach construction.
  - This project has now been advertised for construction (as of June 2023), which meets the construction lapse requirement.

## 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. The County continues to work with FEMA to complete documentation.
  - Including simple interest, the single loan amount still due is now \$515,158.33

**Current ELP account balance is \$2,575,825.77**

## III. Updates on previous Board actions – Resolution 2022-010 – Allowing additional RATA funding for projects reaching construction in 2023/2024

The following projects were granted contract amendments for reaching construction in 2023:

• Chelan County – Goodwin Road #0419-02	\$154,000
• Chelan County – Chumstick Highway #0421-01	\$122,000
• Ferry County – Boulder Creek Sec. 1 #1015-02	\$190,000
• Mason County – Old Belfaire Hwy #2319-02	\$232,000
• Okanogan County – Old 97 #2419-02	\$204,000
• Spokane County – Wheeler Rd #3221-01	\$142,700
• Stevens County – Swenson South #3317-01	\$350,000
• Yakima County – Independence Rd – Fordyce to Maple #3917-01	\$200,300
<b>Total to date:</b>	<b>\$1,595,000</b>

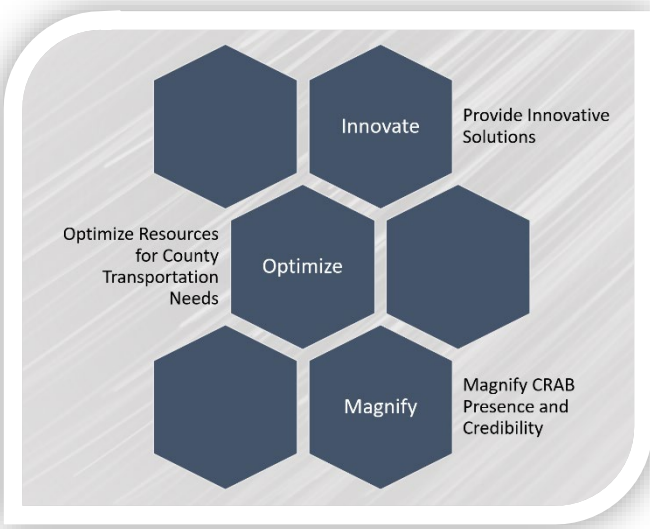
# Information Services Division Report

Eric Hagenlock, IT Directory | JULY 2023

## 2023 IT Strategic Plan Update

OCIO Policy 112 (Technology Portfolio Foundation) requires each agency to establish an IT strategic plan in support of the agency business strategic plan. This policy also requires the IT strategic plan be accessible on our public facing website.

URL: <https://www.crab.wa.gov/services/crab-information-services/2023-information-services-strategic-plan>



### Agency Strategic Goals

Agency strategic goals are to Provide Innovative Solutions (**Innovate**), Optimize Resources for County Transportation Needs (**Optimize**), and Magnify CRAB Presence and Credibility (**Magnify**).

### IT Strategic Goals

In support of these, IT strategic goals are **Data Integration** (innovate, optimize, and magnify), **Organization Project Management** (optimize), **Legacy System Modernization** (innovate, optimize), and **Customer-first Experience** (optimize, magnify).

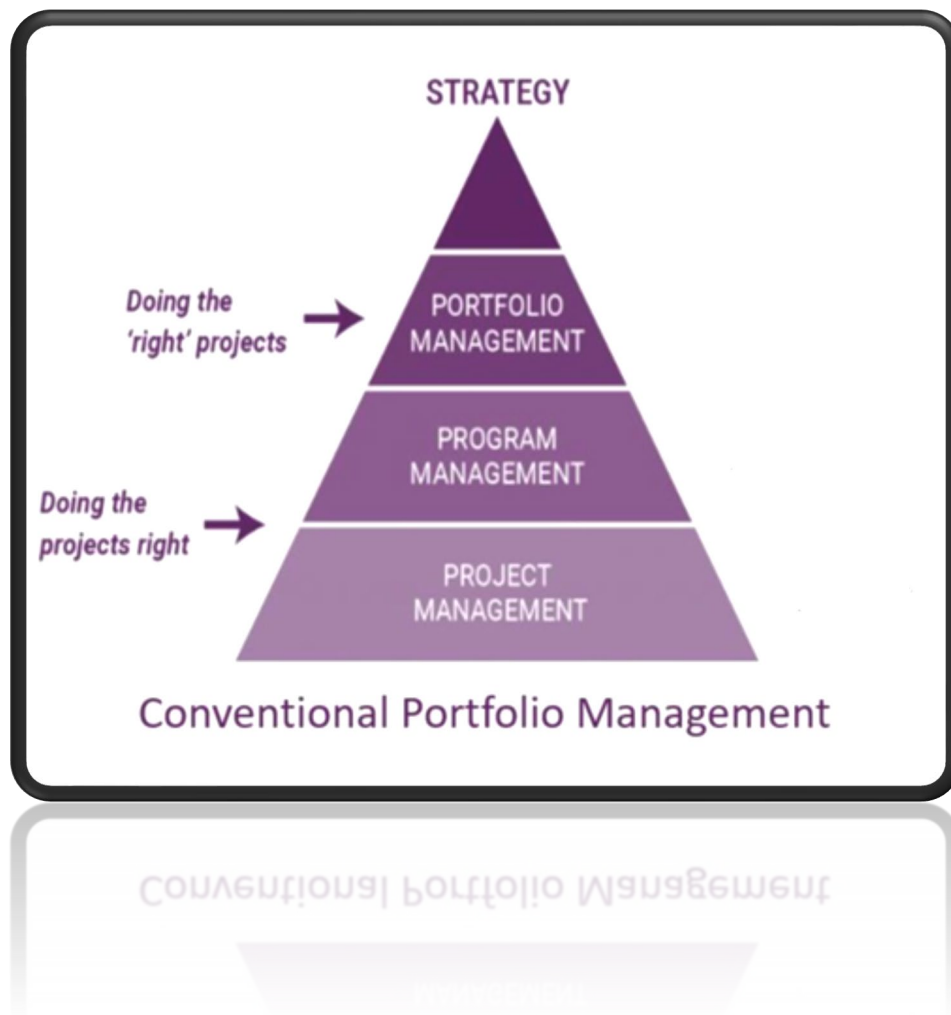
The single words in parenthesis next to each IT strategy indicate which business strategy this is in response to.

-  **Data Integration**  
(Innovate, Optimize, Magnify)
-  **Organizational Project Management (OPM)**  
(optimize)
-  **Legacy System Modernization**  
(innovate, optimize)
-  **Customer-first Experience**  
(optimize, magnify)

## Organizational Project Management (OPM)

Organizational project management (OPM) is one of the IT strategies identified and looks at how all projects are managed from a higher level. It connects all projects across departments with your broader business goals.

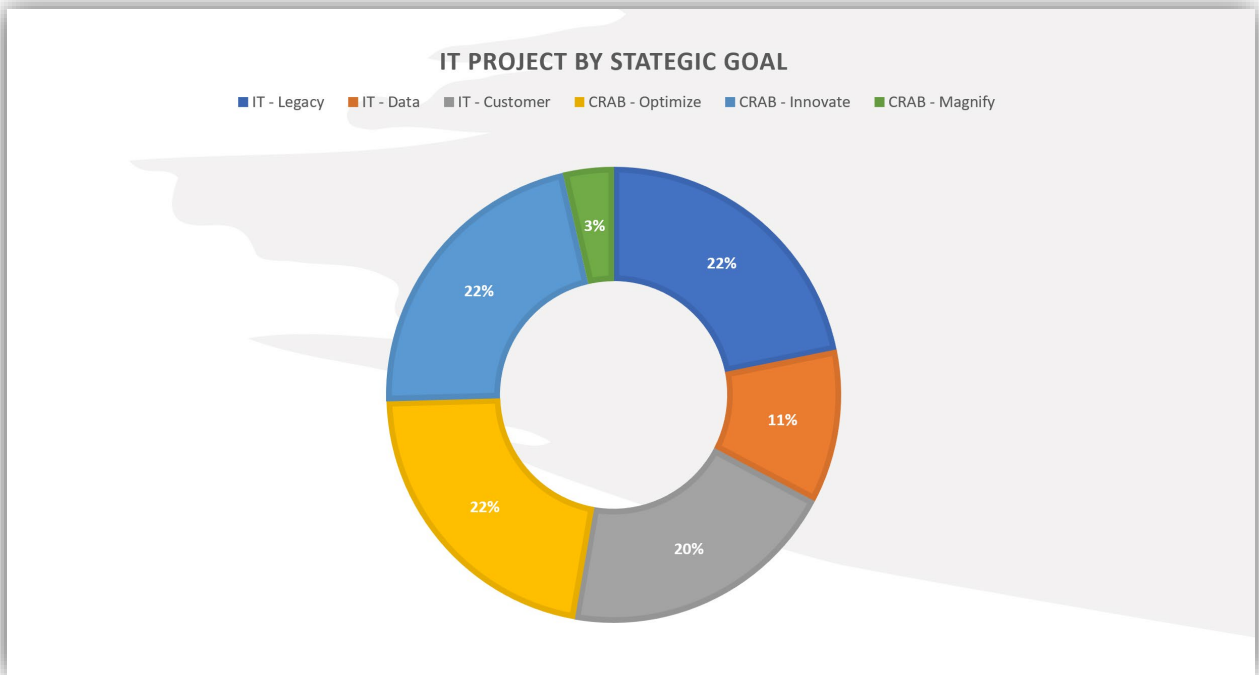
OPM consists of three major components: Project Management (individual level), Program Management (goal level), and Portfolio Management (executive level).



### Benefits

Through better defined project management practices and objective data for decision making, OPM has been proven successful in improving predictable outcomes on future projects, leads to higher customer satisfaction, and overall higher productivity.

The current IT portfolio includes seventeen projects in-progress, with another four approved and upcoming, and eight requests awaiting consideration. Here is a quick summary of how these projects align with CRAB Agency/IT strategic goals.



## Mobility© Decommissioning

Mobility© is our outgoing road log inventory system of more than two decades. GIS-Mo replaced Mobility© in 2021 after four years in implementation. Mike Clark, CRAB Road System Inventory Manager, is developing the MVFT distribution factors presented at this July 2023 Board Meeting for the first time using the new GIS-Mo system.

CRAB had extended our support of Mobility© to 2024 as we encountered some unanticipated challenges during GIS-Mo go-live. However, Scott Campbell, CRAB IT Systems Security Engineer, received notice the server resource hosting Mobility© for 36 of 39 counties would no longer receive *any* security updates starting October 1<sup>st</sup>, 2023! The risk is too great for CRAB to continue using this resource even one day into no security updates as it is well-known how vulnerable this resource is to ransomware and other compromising cybersecurity threats.

After extension outreach and engage through surveys, the monthly GIS-Mo Forum, and one-on-one county interactions, CRAB has developed initiatives to meet county business needs and allow us to **decommission Mobility© in September 2023**, ahead of the October 1<sup>st</sup> deadline.

## ESRI User Conference 2023

In support of CRAB strategy of Magnify CRAB Presence and Credibility, Cameron Cole, GIS Manager and Liana Roberson, GIS Specialist presented on GIS-Mo at the 2023 ESRI User Conference in San Diego, CA. They received great engagement from attendees, accolades from their peers afterwards, and even bumped into a few county road staff in sunny California!



In addition to exposing GIS-Mo and the great work done by Washington Counties and CRAB, several innovative solutions were discussed to improve GIS-Mo overall for years to come. Photo of CRAB and Pend Oreille county staff from ESRI UC in San Diego, CA (named below).



Figure 1(From left to right) Cameron Cole - CRAB, Josh Shelton - Pend Oreille GIS, Cesar Stoddard - Pend Oreille GIS, Shane Flowers - Pend Oreille IT, Liana Roberson – CRAB

## CARS/RAP SMARTSIMPLE SaaS IMPLEMENTATION

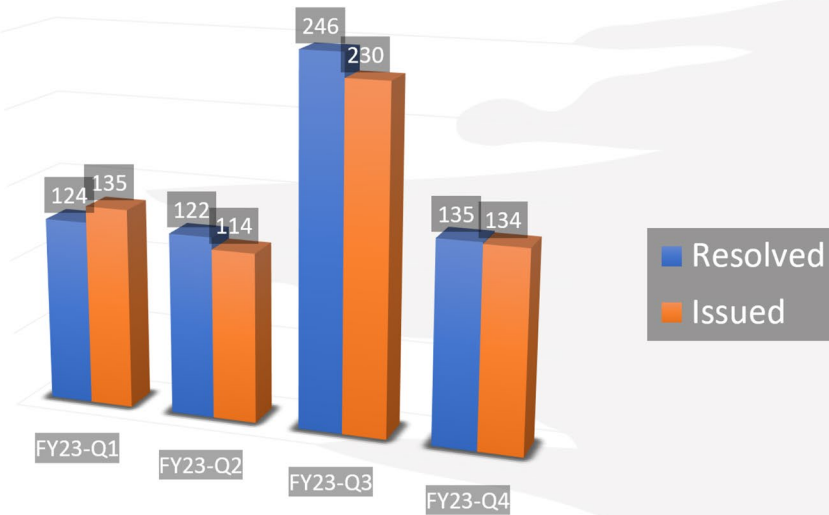
CRAB Staff consisting of Donna Quach (Software Engineer), James Rea (Software Engineer), Derek Pohle, PE (Support, Training, and Compliance Manager), Steve Johnson, PE (Grants Program Manager), Scott Campbell (IT System Security Engineer), and Angela Rice (IT Systems Administrator) completed a yearlong implementation of SmartSimple in conjunction with vendor implementation team.

This project replaces the in-house developed CARS and RAP Online web applications with a Software-as-a-Service (SaaS) solution. This will allow CRAB to adapt to changes in programs, statutes, and technology more rapidly with fewer labor resources spent on custom development and testing.

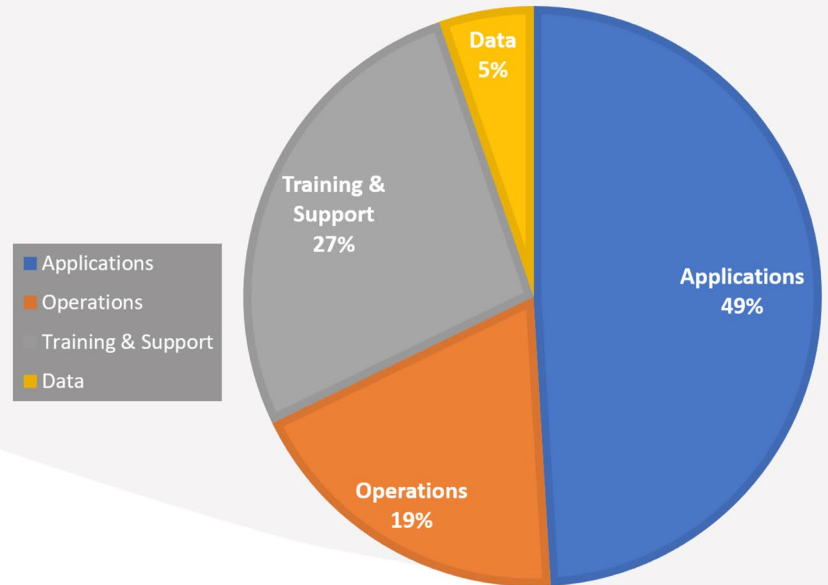
This project was completed with a grant of three hundred thousand dollars in study funds from the Washington State Association of Counties and came in on-time and under budget.

# FISCAL YEAR 2023 IT METRICS

**FY23 TICKETS RESOLVED BY FISCAL QUARTER**



**FY23 TICKETS RESOLVED BY IT FUNCTION**



**FY23 SYSTEM UPTIME %**

