



AGENDA

County Road Administration Board
January 30-31, 2014
CRAB Office - Olympia, Washington

Thursday
1:00 PM

1 Call to Order

2 Chair's Report - Commissioner Dale Snyder

- A. Approve January 30-31, 2014 Agenda
- B. Approve Minutes of October 31-November 1, 2013 CRABoard Meeting

Action	Enclosure
Action	Enclosure

3 Executive Director's Report - Jay Weber

- A. 2013 Annual Report
- B. Current Budget Status
- C. Supplemental Budget - SB6001

Info	
Info	Enclosure
Info	Enclosure

4 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Regional Meetings Update
- C. Resolution 2014-001 - Apportion RATA Funds to Regions
- D. Project Information - Wahkiakum County Scope Change
- E. Project Information - Kittitas County Westside Road

Info	Enclosure
Info	Enclosure
Action	Enclosure
Info	Enclosure
Info	Enclosure

5 Deputy Director's Report - Walt Olsen, PE

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

Info	Enclosure

6 Proposed WAC Changes - Derek Pohle, PE

Info	Enclosure
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RECESS

6:00 Dinner at Creekside Buffet



Friday
8:30 AM

7 Call to Order

8 WSACE Report - Gary Rowe, PE

Info	
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9 Staff Reports

- A. Information Services - Steve Hillesland
- B. Intergovernmental Policy - Jeff Monsen, PE
- C. Compliance - Derek Pohle, PE
- D. Maintenance - Bob Moorhead, PE

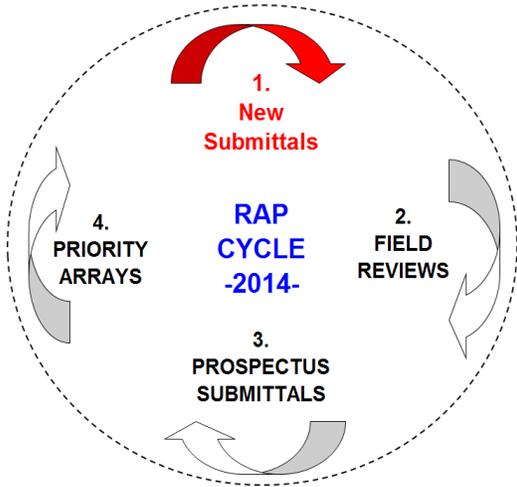
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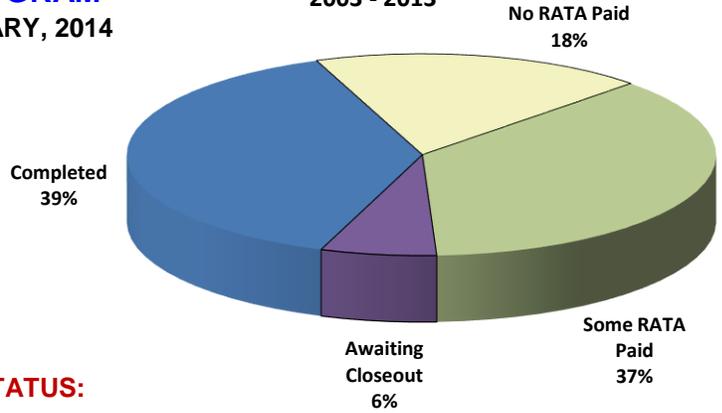
Chairman's Signature: _____

Attest: _____

RURAL ARTERIAL PROGRAM JANUARY, 2014



**Projects Funded
2003 - 2013**



PROJECT STATUS:

Billing Phase	'83-'03	'03-'05	'05-'07	'07-'09	'09-'11	'11-'13	'13-'15	TOTAL
Completed	886	40	23	25	12	1		987
Awaiting Closeout		2	3	5	3			13
Some RATA paid	1	3	3	15	30	1	9	62
No RATA Paid					1	< Design lapse in April >		28
TOTAL	887	45	29	45	46	2	37	1091

FUND STATUS

Anticipated Revenue to end of '13 - '15 Biennium:

Fuel tax receipts and interest to June, 2013	484,755,956
Estimated fuel tax receipts and interest July 2013 thru June 2015	37,055,333
Total estimated revenue	521,811,289

RAP Expenditures to date:

To Completed Projects	420,965,387
To Projects in Design or Under Construction	48,354,555
Administration	9,180,049
Total RATA spent	478,499,992

RAP Obligations:

RATA Balance on Current Active Projects	99,475,391
Unallocated 10% and Turnback funds	10,933,900
Estimated remaining administration through 2013 - 2015 biennium	748,125
Total RATA obligated	111,157,416

QTR 4 - 2013 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
October	\$18,797,824.21	\$1,919,835.90	\$1,500.59	(4,467,392.65)	17	(36,641.96)	\$16,215,126.09
November	\$16,215,126.09	\$1,311,098.20	\$1,435.37	(2,523,808.55)	7	(36,567.42)	\$14,967,283.69
December	\$14,967,283.69	\$1,614,321.59	\$1,359.33	(904,300.77)	9	(\$36,658.85)	\$15,642,004.99
TOTALS:		\$4,845,255.69	\$4,295.3	(7,895,501.97)	33	(109,868.23)	

PROJECTS LAPSING IN DESIGN BEFORE APRIL 2014 CRABOARD MEETING

County	Road Name	BMP	EMP	Date Approved	Design Lapsing Date
Skamania	WASHOUGAL RIVER ROAD	11.38	11.61	3/26/2010	3/26/2014
Adams	Marcellus	5.12	8.91	4/18/2013	4/18/2014
Benton	Nine Canyon Road 3	1.89	4.85	4/18/2013	4/18/2014
Clallam	Lower Elwha Road	0	0.78	4/18/2013	4/18/2014
Clark	NE BLAIR ROAD	0	2.47	4/18/2013	4/18/2014
Clark	NE MANLEY ROAD	1.38	2.33	4/18/2013	4/18/2014
Cowlitz	West Side Highway	0.66	2.69	4/18/2013	4/18/2014
Douglas	Coulee Meadows/Moses Coulee Road	4	7.35	4/18/2013	4/18/2014
Franklin	R-170 Road; Bridge 608-2.35	2.3	2.4	4/18/2013	4/18/2014
Garfield	Gould City Mayview rd	11.24	13.84	4/18/2013	4/18/2014
Grant	7-NE (Stratford Rd. to M-NE)	0	3	4/18/2013	4/18/2014
Grant	Adams Rd. (SR 28 to Br.# 330)	23.68	25.54	4/18/2013	4/18/2014
Grant	Martin Rd. (Adams Rd. to H-NW)	7.32	12.45	4/18/2013	4/18/2014
Grays Harbor	Blue Slough Road Realignment	2.4	2.7	4/18/2013	4/18/2014
Jefferson	Center Road 0.00-2.26	0	2.26	4/18/2013	4/18/2014
King	West Snoqualmie Valley Road NE Culvert	8.22	8.24	4/18/2013	4/18/2014
Kittitas	No. 6 Road	3.59	5.1	4/18/2013	4/18/2014
Lincoln	Duck Lake Road	10.08	15.67	4/18/2013	4/18/2014
Lincoln	Old Coulee Road Section 2	8.07	12.15	4/18/2013	4/18/2014
Mason	Matlock Brady Road	26.37	27.6	4/18/2013	4/18/2014
Mason	North Shore Road	3.47	3.49	4/18/2013	4/18/2014
Okanogan	Conconully Road	2.43	3.8	4/18/2013	4/18/2014
Pend Oreille	Coyote Trail	8	9.06	4/18/2013	4/18/2014
Pend Oreille	Sullivan Lake Inlet Bridge	8.33	8.35	4/18/2013	4/18/2014
San Juan	Orcas Road	3.4	4.5	4/18/2013	4/18/2014
Skagit	Bow Hill Road	0	0.61	4/18/2013	4/18/2014
Stevens	Aladdin Road MP 19.6 to 22.5	19.6	22.5	4/18/2013	4/18/2014

All projects can meet the Design Lapsing Milestone by either submitting a RATA reimbursement request (online voucher) or sending CRAB a copy of costs incurred for design to be paid by the county.

County Road Administration Board – January 30, 2014

Regional RAP meetings update

Regional meetings were held in November and December in the 5 RAP Regions. Counties provided general status reports on their road fund and staffing levels. CRAB staff gave an overview of the new version of RAP Online, current WAC rules, maintenance management and status of county compliance especially related to annual forms reporting.

Counties are ready to submit new proposals for potential funding in 2015 – 2017.

In 2013, HSA (Highway Safety Account) funds were mostly used for overlays, freeing county funds to focus on needed pavement repair.

NE Region:

- Considering simplifying the rating worksheet forms for RC and 3R projects.

NW Region:

- Continue to create bridge structure rating method.

PS Region:

- RATA reimbursements for large projects (>\$4,000,000 each) in both King and Pierce Counties will be scheduled over a ~three year period to minimize impact to RATA balance.

SE Region:

- New short span bridge project type in 2015-2017

SW Region:

- New short span bridge project type in 2015-2017

**RESOLUTION 2014-001
APPORTION RATA FUNDS TO REGIONS**

- WHEREAS,** RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and
- WHEREAS,** RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and
- WHEREAS,** the CRABoard established regional apportionment percentages for the 2013 - 2015 biennium its meeting of August 1, 2013; and
- WHEREAS,** RCW 36.79.050 specifies the apportionment percentages that the CRABoard shall use once each calendar quarter 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 \$4,403,936 deposited to the RATA for November 2013 through January, 2014, be apportioned to the regions by their 2013 - 2015 biennium regional percentages after setting aside \$118,125 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2013 - 2015)</u>	<u>PRIOR PROGRAM (1983 - 2013)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		118,125	236,250	10,017,565	10,253,815
NORTHEAST	43.49%	1,863,899	4,058,235	202,646,996	206,705,231
NORTHWEST	11.13%	477,011	1,038,587	54,467,934	55,506,522
PUGET SOUND	6.73%	288,435	628,005	34,556,630	35,184,635
SOUTHEAST	23.66%	1,014,023	2,207,814	111,959,322	114,167,136
SOUTHWEST	14.99%	642,443	1,398,780	71,107,509	72,506,289
TOTAL	100.00%	4,403,936	9,567,671	484,755,956	494,323,627

Adopted by the CRABoard on January 30, 2014

Chair's Signature

ATTEST

PROJECT STATUS REPORT

INGALLS ROAD, MP 0.81– 1.49; WAHKIAKUM COUNTY
RAP PROJECT 3510-01

County withdrawn request:

The county had requested a scope reduction in its letter dated December 27, 2013, for CRABoard consideration at the January 30, 2014 meeting. The request was to remove the improvements at the intersection with SR 4 (0.17 miles), and reduce roadway width from 26 ft to 24 ft to avoid wetland impacts. Since the county has not offered a design estimate to support retainage of the original RATA funding, it has withdrawn its current CRABoard request and plans to resubmit the request to the CRABoard at a later date. The project lapses in construction on March 26, 2016.

RAP Funding:

On March 26, 2010, the CRABoard approved an initial \$405,860 in RATA funding for Ingalls Road MP 0.81 – 1.49. The remaining funding of the total \$730,000 requested was allocated at the April 18, 2013 CRABoard meeting.

Staff review:

CRAB staff has reviewed the project site and the potential changes. No CRABoard action is required at this time. The county plans to submit project cost information requested by staff and resubmit its request for scope reduction at a later date.

WAIVER OF PAYBACK OF EXPENDED RATA FUNDS - UPDATE

WESTSIDE ROAD, MP 2.19- 6.02

RAP PROJECT NUMBER 1907-01

KITTITAS COUNTY

Kittitas County had requested, per their letter dated July 2, 2013, that the CRABoard waive reimbursement of \$106,052.07 in expended RATA funds used for design of their withdrawn Westside Road project. Waiver of payback of RATA funds must be considered by the CRABoard per WAC 136-167-030.

At the August 1, 2013 CRABoard meeting, CRAB staff had recommended waiving of \$54,995 of the requested amount based on field and document reviews as well as meetings with the County Engineer. CRAB deferred the final decision until its October 2014 meeting, at which time the board would determine if and to what extent the county is pursuing improvements on Westside Road within its 6 YR Road Program.

The table below summarizes actions to date:

Processed as of August, 2013:

RATA funds expended for design:	106,052.07
County withdraws project from RAP July 12, 2103	
Waiver of payback recommended by staff	54,995.00

Proposed in **2014-2019 6 YR TIP:**

Cost of <u>design</u> of Safety Improvements - 2014	81,000.00
Cost of <u>construction</u> scheduled for 2015	750,000.00

The proposed improvements involve:

Schedule A:	Curve realignment at MP 4.3 – 4.5
Schedule B:	Guardrail installed at MP 6.0
Schedule C	Intersection Sight Distance improvements at MP 3.80

Kittitas County Department of Public Works 2014-2019 Six Year Transportation Improvement Program

Item #	PROJECT NAME	Phase	Planned Expenditures (thousands)					Anticipated Funding Sources (thousands)						
			row=right of way, ce=construction engineering, cn=construction, and plng=planning/scoping					Funding Code	Federal Funds	State Funds	Planning Local	Construction Local	TOTAL	
			2014	2015	2016	2017	2018							2019
County Road Construction Improvements														
1	Kittitas Highway Safety Improvements from: Ellensburg City Limits (MP 1.03) to: Kittitas City Limits (MP 5.64) \$285,000 spent as of 6/30/2013 \$737,500 fed funds authorized	design	400						STP	1,390			2,375	3,765
		row							FHWA Approp. & Author.	1,995				1,995
		ce	355						CAPP		200			200
		cn	5,300						Paths & Trails		95			95
		total	6,055						TOTAL	3,385	295	0	2,375	6,055
2	North Fork Manastash Creek Bridge & Restoration Over N. Fork Manastash Creek	design	100						Gladmar Emb. Alt. Proj.	107			928	1,035
		row												
		ce	85											
		cn	850											
		total	1,035						TOTAL	107	0	0	928	1,035
3	McManamy Rd Bridge #88201 Over Dry Creek \$24,000 spent as of 6/30/2013	design		20									845	845
		row												
		ce		75										
		cn		750										
		total		845					TOTAL	0	0	0	845	845
4	Westside Rd Safety Imprvts Schedule A: Curve @ MP 4.3-4.5 Schedule B: Guardrail MP 6.0 Schedule C: Woods N Steele I/S \$105,000 spent as of 6/30/2013	design	81						MAP-21 HSIP Safety Prg	750			81	831
		row												
		ce		70										
		cn		680										
		total	81	750					TOTAL	750	0	0	81	831
5	Hardsurface Gravel Roads* Locations based on priority array	total		104	108	112	116	120	TOTAL				559	559
6	Turn Arouds* Locations based on priority array	total		21	22	23	23	24	TOTAL				113	113
7	Pfenning Rd Intersection & Safety Improvements from: N. of Vantage Hwy (MP 1.08) to: 3rd Ave (MP 0.60)	design		326					TIB		1,764		910	2,674
		row							Paths & Trails		40			40
		ce			217									
		cn			2,171									
		total		326	2,388					TOTAL	0	1,804	0	910

January 2014 CRABoard Meeting
Deputy Director's Report

1/27/2014 1:42 PM

A. County Engineer Changes since October 2013

1. Thurston County announced the retirement of County Engineer Dale Rancour, PE, on December 11, 2013, effective December 31, 2013. Thurston County appointed Scott Lindblom, PE, as Acting County Engineer, on December 17, 2013, effective January 1, 2014. Thurston County will advertise for applicants and Mr. Lindblom will serve until a replacement is named.
2. Clark County announced the resignation of County Engineer Pete Capell, PE, on December 18, 2013, effective January 3, 2014. Clark County appointed Heath Henderson, PE, as Interim Public Works Director and County Engineer on December 18, 2013, effective January 3, 2014. Clark County will advertise for applicants and Mr. Henderson will serve for a period not to exceed six months or until a replacement is named.
3. Okanogan County continued under a temporary appointment until January 7, 2014, when the Board announced they had appointed Josh Thomsen, PE, to fill the vacant position of County Engineer, effective January 15, 2014.

B. County Visits completed since October 2013

- Mason County (2)
- Kitsap County

There were numerous contacts with County Engineers in various venues.

C. County Audit Reports reviewed since October 2013

The 1997 State Auditor Office (SAO) audit of CRAB concluded that the minutes of the Board meetings needed specific mention of SAO audits of the counties and of any findings that might relate to the statutory responsibilities of CRAB. The minutes also need to reflect any recommendations from the CRAB board to staff in response to the audits. This report details our staff procedures to satisfy the SAO.

CRAB has reviewed ***nineteen (19)*** audit reports representing ***seventeen (17)*** counties since the October 2013 board meeting. ***Six (6)*** audits contained a total of ***nine (9)*** findings issued and ***three (3)*** involved County Road Funds in some form. Any audits, with county name in bold print, revealed substantive findings involving County Road Funds, specifically:

2012 Audits

<u>Report #</u>	<u>Entity/Description</u>	<u>Report Type</u>	<u>Audit Period</u>	<u>Date Released</u>	<u>New Find#</u>	<u>Co. Rd?</u>	<u>PrevFind#</u>	<u>Status</u>
1011149	Kitsap County	Accountability	01/01/2012 to 12/31/2012	01/27/2014				
1011126	Pacific County	Accountability	01/01/2011 to 12/31/2012	01/21/2014	1	1		
1011134	Clallam County	Accountability	01/01/2012 to 12/31/2012	01/21/2014				
1011157	Kitsap County	Special	01/01/2012 to 12/31/2012	01/16/2014				
1011008	Walla Walla County	Accountability	01/01/2012 to 12/31/2012	12/30/2013				
1011020	Pend Oreille County	Accountability	01/01/2012 to 12/31/2012	12/30/2013				
1011025	Mason County	Accountability	01/01/2012 to 12/31/2012	12/30/2013	3	1		
1011035	Pierce County	Accountability	01/01/2012 to 12/31/2012	12/30/2013				
1011048	Cowlitz County	Accountability	01/01/2012 to 12/31/2012	12/30/2013				
1010888	Yakima County	Accountability	01/01/2012 to 12/31/2012	12/23/2013	1	0	1	Ongoing
1010841	Lincoln County	Accountability	01/01/2011 to 12/31/2012	12/16/2013				
1010831	Asotin County	Accountability	01/01/2011 to 12/31/2012	12/9/2013				
1010800	Klickitat County	Accountability	01/01/2012 to 12/31/2012	12/2/2013	1	0		
1010802	Wahkiakum County	Accountability	01/01/2011 to 12/31/2012	12/2/2013				
1010497	Yakima County	Financial and Federal	01/01/2012 to 12/31/2012	11/27/2013	1	0		
1010497	Grays Harbor County	Accountability	01/01/2012 to 12/31/2012	11/25/2013				
1010732	Clark County	Accountability	01/01/2012 to 12/31/2012	11/18/2013	2	1		
1010691	Chelan County	Accountability	01/01/2012 to 12/31/2012	11/4/2013				
1010700	Kittitas County	Accountability	01/01/2012 to 12/31/2012	11/4/2013				

D. Other Activities and Visits since October 2013

6 November	Road Design Conference	Bremerton
15 November	Mason County ER&R Discussion	CRAB Office
3 December	Mason County ER&R Discussion	CRAB Office
19 November	WSAC Fall Conference	Vancouver
10-12 December	County Engineer Training	CRAB Office
17 December	Transportation Metrics Meeting with CRABstaff	CRAB Office
19 December	Program Development Tools Project Kickoff	CRAB Office
20 December	Snohomish County Phone Conference	CRAB Office
28 December	Transportation Metrics w/ CRABstaff & consultants	CRAB Office
2 January	SACS Accountant Introduction Meeting	CRAB Office
13 January	2014 Session of 63 rd Legislature begins	
21 January	Kitsap County Road Superintendent Interviews	Port Orchard
28 January	SACS Quarterly Meeting	CRAB Office
28 January	Transportation Metrics w/ CRABstaff & consultants	CRAB Office
29 January	NACE Planning Meeting	CRAB Office



MEMO TO: Trudee Turner
Coder Reviser's Office

MEMO FROM: Karen Pendleton, Executive Assistant

MEMO RE: WAC Title Changes

Thank you for responding to my phone message regarding our request for four WAC Title Changes. Below are the titles we would like to change. Please give me a call at 360.753.5989 if you have questions.

Chapter 136-11 WAC

STANDARDS OF GOOD PRACTICE-MAINTENANCE MANAGEMENT

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Chapter 136-14 WAC

STANDARDS OF GOOD PRACTICE-PRIORITY PROGRAMMING

Chapter 136-15 WAC

STANDARDS OF GOOD PRACTICE-PROCEDURES FOR PREPARATION OF SIX-YEAR

TRANSPORTATION PROGRAMS

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Chapter 136-60 WAC

STANDARDS OF GOOD PRACTICE-MAINTENANCE OF COUNTY ROAD LOGS

AMENDATORY SECTION (Amending WSR 02-18-018, filed 8/22/02, effective 9/22/02)

WAC 136-12-020 Procedure during vacancy. It is unavoidable that vacancies will occur from time to time in the position of county engineer. When a vacancy occurs in the office of county engineer due to resignation, retirement, death or for any other reason, the county legislative authority shall take immediate steps to find a replacement, either by promotion from within the organization if a competent and eligible person is available, or by advertisement for, and interview of, qualified applicants. The county legislative authority or county executive shall, in writing, by electronic e-mail or official letter, within five working days, notify the county road administration board of the vacancy, and of the procedure to be followed during the period of vacancy. The notice to the county road administration board shall state that the legislative authority or county executive has reviewed the requirements within this chapter.

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

WAC 136-16-035 Requirements of listing maintenance ((and special maintenance)). In accordance with RCW 36.81.130, the annual program shall also include the amounts to be expended for maintenance ((and special maintenance)) but details of ((these)) the proposed expenditures shall not be made. This requirement shall be deemed satisfied by submission of a maintenance management work plan and budget per WAC 136-11-040.

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

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 ~~((milepoint))~~ milepost, and shall include such other information as the engineer deems necessary. In addition, all data required for the ~~((state of))~~ Washington state bridge inventory ~~((of bridges and structures (SWIBS)))~~ system (WSBIS) data base system as maintained by the Washington state department of transportation (WSDOT) shall be submitted to the WSDOT ~~((TransAid Service Center))~~ highways and 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.

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

WAC 136-20-030 Inspection. Each county engineer shall be responsible for all routine and special 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 ~~((TransAid Service Center))~~ highways and local programs office. The county engineer shall note the date of all inspections and any changes since the previous inspection on the ~~((SWIBS))~~ bridge inspection report and the WSBIS form and submit all such forms to the WSDOT ~~((TransAid Service Center))~~ highways and local programs bridge engineer 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.

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

WAC 136-20-040 Certification. Prior to April 1st of each calendar year, the WSDOT ~~((assistant secretary for the TransAid Service Center))~~ director of highways and 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 ~~((SWIBS))~~ 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 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 compliance with bridge inspection procedures.

AMENDATORY SECTION (Amending WSR 96-17-013, filed 8/12/96, effective 9/12/96)

WAC 136-20-050 Failure to comply. Failure of a county to be shown in compliance with required NBIS bridge inspection procedures may be cause for the county road administration board to withhold a certificate of good practice on behalf of that county in accordance with the procedures of chapter 136-04 WAC.

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

WAC 136-20-060 Engineer's report. Each county engineer shall furnish the county legislative authority with a written (~~resume~~) report of the findings of the bridge inspection effort. This (~~resume~~) report shall be made available to said authority and shall be consulted during the preparation of the proposed six-year transportation program revision. The (~~resume~~) report shall include the county engineer's recommendations as to replacement, repair or load restriction for each deficient bridge. The resolution of adoption of the six-year transportation program shall include assurances to the effect that the county engineer's report with respect to deficient bridges was available to said authority during the preparation of the program. It is highly recommended that deficient short span bridges, drainage structures, and large culverts be included in said report.

AMENDATORY SECTION (Amending WSR 03-05-009, filed 2/7/03, effective 3/10/03)

WAC 136-60-050 Validation requirements for control fields. Each update of a road log segment that involves a change in a control field (including additions or deletions of road segments) will be validated by the county road administration board. Documentation necessary to support control field changes is as follows:

Function class - Notice of FHWA approval from WSDOT.

Pavement type - Statement signed by county engineer with list of pavement type changes.

Responsible agency - The responsible agency is the legislative authority of the appropriate governmental agency with the authority to make the decision required for the action, or the state or federal government person authorized to approve changes.

Addition of mileage - Official document signed by responsible agency authorizing and describing the circumstances of the addition. For example, additions can occur through county legislative approval of new plat, construction/reconstruction on new alignment, or a change in jurisdiction.

Deletion of mileage - Official document signed by responsible agency authorizing and describing the circumstances of the deletion. For example, deletions can occur through legislative approval of vacations or a change in jurisdiction.

Traffic volume - Statement signed by county engineer with list of segments affected by change in traffic volume.

All changes to a control field will be located on appropriate map(s) with sufficient detail to identify the location of each change. All map(s) furnished in support of control field changes will be forwarded by the county road administration board to WSDOT for future ~~((map base updates))~~ reference and use.

AMENDATORY SECTION (Amending WSR 03-05-009, filed 2/7/03, effective 3/10/03)

WAC 136-60-060 Utilization of common computer data base. Each county shall utilize the computer data base application software for the maintenance and updating of its county road log(~~((This data base application software shall be))~~) prescribed by the county road administration board ~~((and))~~. Each county shall be responsible for the purchase and installation of the requisite software on its own Windows compatible computer. To assist each county to meet its eligibility requirements, the county road administration board shall provide technical support and training.

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

WAC 136-70-010 Purpose and authority. RCW ((46.68.095)) 46.68.090 (2)(i) authorizes the county road administration board to adopt rules for administering the county arterial preservation account, including the requirement that each county implement a pavement management system. This chapter outlines the method by which the use of a pavement management system will be assured.

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

WAC 136-70-030 Application. A pavement management system shall be used by all counties to guide the pavement preservation and rehabilitation activities on all county paved collector and arterial roads. Beginning January 1, 1996, each county shall utilize a computer-based PMS meeting the requirements of WAC 136-70-040 on all county paved collector and arterial roads in order to retain eligibility for CAPP funds. Application of the PMS to the local access system will not be required to retain eligibility for CAPP funds.

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

WAC 136-70-040 Pavement management system requirements. Each county's PMS shall meet the following minimum standards:

(1) All county jurisdiction paved collectors and arterials, as defined by the most recently approved county road log as described in chapter 136-60 WAC, shall be surveyed for visual pavement distress at least biennially. Distress rating information must be keyed to the county road log by both road number and mileposts.

(2) All visual distresses (or defects) for both flexible and rigid pavements, both in severity and extent, shall be as defined within the "*Pavement Surface Condition Rating Manual*" (March 1992, produced by the Washington state transportation center in cooperation with the northwest pavement management systems users group and the Washington state department of transportation). Only those distresses noted as "core program defect" are required to be surveyed. Measurement may be at the project, segment, or sample unit level. Measurement for each distress will be by one of the following:

(a) Selection of the most predominant severity and extent combination; or

(b) Determination of the extent percent of each level of severity.

Measurement may be by a manual or automated visual condition rating process. The distress information will be converted to a pavement condition rating in accordance with a standard deduct matrix or continuous deduct value curves as provided by the county road administration board. Alternate deduct matrices may be used by a county for internal

management analyses. Alternate distress determination and evaluation methodologies may be used if approved by the county road administration board in accordance with WAC 136-70-050. The PMS shall provide for the recording and storage of pavement resurfacing, rehabilitation and reconstruction history data, including surfacing and base layer types and thicknesses, and year of application. Counties will not be required to determine such information for any work done prior to the county's implementation date.

(3) The PMS shall include a future pavement condition prediction model that uses the periodic pavement condition distress data to forecast future pavement condition and to determine an estimate of service life.

(4) The PMS shall provide for annual downloading to the county road administration board of one of the following for all paved collectors and arterials surveyed for pavement condition in the previous twelve months:

(a) The individual pavement distresses;

(b) The resultant pavement condition rating based on the standard deduct matrix provided by the county road administration board; or

(c) The resultant pavement condition rating for an approved alternative PMS as described in WAC 136-70-050.

Such downloading shall be called the pavement condition data file. It shall be keyed to the county road log, and shall be transmitted in the electronic medium and format specified by the county road administration board, along with the annual road log update required by chapter 136-60 WAC.

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

WAC 136-70-080 County road administration board assistance. To ~~((enable))~~ assist each county to meet its eligibility requirements, the county road administration board shall provide ~~((a))~~ PMS software, application and training ~~((as part of its agency supported county road information system. The county road administration board shall also provide to counties, upon request, administrative and technical assistance related to defining, developing, operating, managing and utilizing pavement management technology))~~.

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

WAC 136-70-090 Use of pavement management system data for distribution of county arterial preservation account funds. The results and/or data from the individual or collective county pavement management systems will not be used to distribute CAPA funds nor to establish priorities for specific projects or otherwise alter the statutory fund distribution. Said results and/or data will be used to evaluate regional or statewide collector and arterial preservation and rehabilitation needs and to demonstrate compliance with the enabling legislation.

AMENDATORY SECTION (Amending WSR 01-17-104, filed 8/21/01, effective 9/21/01)

WAC 136-210-020 Applicable design standards. Geometric design of all RAP projects including all bridges shall, unless otherwise approved by the CRABoard, be in accordance with the city and county design standards for the construction of urban and rural arterials and collectors as currently adopted (~~(November 30, 1994)~~), or as they may be revised from time to time thereafter in accordance with RCW 35.78.030 and 43.32.020.

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

WAC 136-210-030 Deviations from design standards. Deviation from the specified design standards may be requested by the county engineer in responsible charge of the project when circumstances exist which would make application of adopted standards exceedingly difficult. Whenever a deviation request is to be made on a project, it shall be so noted on the project application submitted in accordance with WAC 136-161-050. Request for deviation shall be made to the WSDOT (~~((assistant secretary for))~~) director of highways and local programs.

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

WAC 136-210-040 Report of (~~((assistant secretary for))~~) director of highways and local programs. Whenever the CRABoard meets to approve RAP projects the (~~((assistant secretary for))~~) director of highways and local programs shall provide a written report on his or her action in response to deviation requests, if any, made on individual projects. Failure of the (~~((assistant secretary for))~~) director of highways and local programs to report in response to a deviation request within thirty days of receipt of such request shall be considered as approval.

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

WAC 136-210-050 Project approval with deviation. After having received the report of the (~~((assistant secretary for))~~) director of highways and local programs in response to deviation requests, the CRABoard shall proceed with RAP project approval in accordance with WAC 136-161-050. Proposed projects for which the deviation request has been denied shall not be approved.

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

WAC 136-300-020 Adoption of rules. The county road administration board shall adopt rules in accordance with the provisions of the statute for purposes of administering the CAPP regarding the following:

- (1) Distribution of ((+)CAPA(+)) funds.
- (2) Pavement management systems.
- (3) Preparation of annual county arterial preservation programs.
- (4) Allowable activities for CAPA funding.
- (5) Accounting and audit provisions.
- (6) Annual CAPP accomplishments report.

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

WAC 136-300-040 Staff services and facilities. The county road administration board shall arrange for all necessary staff services and facilities necessary for the efficient administration of the county arterial preservation program. The costs of such services and facilities as well as all other lawful expenses of the county road administration board that are attributable to CAPP shall be paid from funds in the county arterial preservation account (CAPA) in the motor vehicle fund.

AMENDATORY SECTION (Amending WSR 06-11-067, filed 5/12/06, effective 6/12/06)

WAC 136-300-050 Distribution of CAPA funds. (1) Certification of county arterial mileage.

(a) Classification. The statute specifies that expenditure of CAPA funds is restricted to paved arterials in the unincorporated area of each county. Arterials are defined as being those county roads:

(i) In urban areas, classified within the federal functional classification system as arterials or collectors;

(ii) In rural areas, classified within the federal functional classification system as arterials, major collectors, or minor collectors.

(b) Paved roads are defined as those roads which, at the time of CAPA allocation determination, are hard-surfaced through the application of a bituminous surface treatment (BST), asphaltic concrete pavement (ACP), or portland cement concrete (PCC). Brick or block surfaces shall also be considered as paved.

(c) Source of information. The master county road log as maintained by the county road administration board in accordance with chapter 136-60 WAC shall be the source of official paved road mileage to be used for CAPA distribution.

(2) Establishment of allocation percentages. At its first regular meeting after July 1 of each year, the county road administration

board shall establish the next calendar year's allocation percentages for the individual counties based on information contained in the most recently certified master county road log. Each county's allocation percentage shall be computed by the county road administration board as its percentage of paved arterial lane miles of the total statewide paved county arterial lane miles.

(3) Notice to counties. Upon their establishment, the county road administration board shall notify the county legislative authority and the county engineer of each county of the respective county's CAPA allocation percentage and the latest estimate of the amount of CAPA funds to be allocated during the next calendar year.

(4) Distribution to counties. Distribution of allocated CAPA funds shall be done monthly by the state treasurer. The state treasurer shall use the allocation percentages provided by the county road administration board as computed under the provisions of subsection (2) of this section.

(5) Eligibility. All arterial preservation work and related activities, and maintenance management done by each county shall be eligible for CAPA funding provided that:

(a) The county is determined to be in compliance with the pavement management system requirements as set forth in chapter 136-70 WAC; and

(b) The county engineer shall submit(~~(s)~~) the annual ((CAPA)) county arterial preservation program (CAPP) to CRAB as required in WAC 136-300-060; and

(c) The work is in conformance with the allowable activities as specified in WAC 136-300-070.

AMENDATORY SECTION (Amending WSR 06-11-067, filed 5/12/06, effective 6/12/06)

WAC 136-300-060 Annual county arterial preservation programs.

Each county engineer shall, in conjunction with the county's annual road construction program as required by RCW 36.81.130 and chapter 136-16 WAC, prepare an annual county arterial preservation program. Appropriate forms will be provided by the county road administration board.

The county's annual arterial preservation program shall consist of a list of all proposed county arterial preservation projects and activities as well as total planned expenditure of CAPA and non-CAPA funds for maintenance management and pavement management for the ensuing year. In order to evaluate the relative ability of CAPA funds to meet the county's total arterial pavement preservation needs, the annual county arterial preservation program shall identify those projects for which CAPA funding is available.

The county engineer shall submit the proposed county arterial preservation program to the county road administration board along with the county's annual road program and budget in accordance with chapter 136-16 WAC.

WAC 136-300-070 Allowable activities within CAPP. For all CAPA-funded projects that involve structural resurfacing, the existing road must meet the following minimum width standards:

Shouldered roadway sections:

Current ADT	Lane width	Shoulder width
0 to 100	9 feet	2 feet
101 to 400	10 feet	2 feet
401 to 4000	10 feet	2 feet
Over 4000	11 feet	4 feet

Curbed roadway sections (minimum lane width):

Current ADT	Two-way undivided	One-way & two-way divided
All	10 feet	9 feet

All roadways built to less than the above standards for which a county proposes to perform structural resurfacing must be widened with other than CAPA funds.

Use of county arterial preservation account funds shall be limited to the following three groups of activities:

(1) Implementation of computerized systems to include:

(a) Acquisition of computer hardware and software that may be necessary to operate a computer-based pavement management and maintenance management systems.

(b) Pavement management system training not otherwise provided by the county road administration board. This can include software usage, pavement condition surveying, and other specialized training directly related to the operation and maintenance of a computer-based pavement management system.

(c) Payment for related services such as data entry, pavement condition surveys, and rental of specialized PMS-related equipment such as road raters.

Acquisition of equipment other than computer hardware as described in (a) of this subsection is not eligible.

(2) Direct and attributable indirect costs associated with paved surface preservation and rehabilitation activities on existing roadways, and maintenance management activities related to all county arterials, including the following:

(a) Nonstructural resurfacing projects. These include thin asphalt concrete overlays (one-inch or less); bituminous seal coats (single and double); slurry seals, sand seals, and fog seals; associated tack coats, paving fabrics, and preleveling; and associated surface grinding and planing.

(b) Structural resurfacing projects. These include thick asphalt concrete overlays (greater than one inch); portland cement concrete overlays; associated tack coats, paving fabrics, and preleveling; associated surface grinding and planing; and hot/cold bituminous road mixes.

(c) Associated activities. These include crack sealing (bituminous and portland cement pavements); full-depth, structural patching

done in preparation for structural or nonstructural overlays or seals; portland cement pavement joint reconstruction, undersealing, panel jacking and panel replacement; and other related activities as are directly attributable to nonstructural and structural resurfacing projects.

(d) Maintenance management activities. These include creating maintenance management reports and training in maintenance management per the requirements listed in chapter 136-11 WAC.

(3) Resurfacing work associated with the reconstruction and/or widening of existing paved arterials. This participation is limited as follows:

(a) The present roadway is a paved county arterial as defined by WAC 136-300-050;

(b) The county's approved pavement management system has identified the existing pavement as requiring resurfacing within two years of the expected reconstruction/widening project completion date;

(c) The reconstruction/widening project will bring the roadway to at least the lane and shoulder width standards and non-CAPA funding requirements of this section;

(d) The CAPA participation will be limited to the resurfacing portion of the project as described in this section.

AMENDATORY SECTION (Amending WSR 06-11-067, filed 5/12/06, effective 6/12/06)

WAC 136-300-090 Submittal of annual report. The county road administration board shall prepare and distribute to all counties standard reporting forms for use by the county engineer to annually summarize the pavement preservation and maintenance management activities, both CAPA and non-CAPA funded, in his or her county. For all CAPA-funded work, the report will require a specific listing of roads improved including a definition of scope of work and the amount of CAPA funds expended, as well as a listing of the county's share of CAPA funds used for maintenance management and pavement management.

At any time prior to April 1st of the year following, the county engineer shall, in conjunction with the annual construction report required by WAC 136-16-050 submit an annual summary of pavement preservation activities on the entire paved collector and arterial road system. This report shall be on the approved forms or in an equivalent format.

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

WAC 136-16-030 Requirements of listing equipment. In accordance with RCW 36.81.130, the annual program shall also include a list of all major road equipment purchases and repairs contemplated for the year, together with the estimated costs thereof. The total estimated cost of all equipment listed shall be approximately equal to the amount budgeted for equipment purchase in the annual equipment rental and revolving fund budget. The equipment list may include an item for miscellaneous minor equipment in any amount up to ten percent of the estimated total cost. The list may also include a list of alternate or additional items of equipment totaling up to fifteen percent of the basic list cost to allow for unforeseen conditions.

AMENDATORY SECTION (Amending WSR 02-18-020, filed 8/22/02, effective 9/22/02)

WAC 136-50-055 Policy regarding accommodation of utilities on county road rights of way. The county legislative authority shall adopt a written policy in conformance with chapter 136-40 WAC outlining the county's administrative, procedural, and technical requirements regarding the installation, replacement, adjustment, relocation, and maintenance of all utilities in, on, or above the county road right of way.

January 2014 CRABoard

Report from Jeff Monsen, P.E., Intergovernmental Policy Manager

County Visits

Since the Nov 2013 CRABoard meeting, travel to and meetings at the following County offices:

Skagit - 12/3, 1/10
Pierce - 1/6, 1/15
Whatcom - 1/10
Grays Harbor - 1/14
Yakima - 1/21
Walla Walla - 1/21
Garfield - 1/21
Columbia - 1/21
Benton - 1/22
Klickitat - 1/22
Skamania - 1/22
Clark - 1/23
Cowlitz - 1/23

Telephone conference call
Douglas - 1/15
San Juan - 1/15

Other meetings and activities

WTSC / Traffic Records - 11/4
WDFW / Fish Passage - 11/8
WSAC Fall Conference (Vancouver) - 11/19-21
WSACE Transportation Metrics - 11/20
WHUF / legislative briefing - 1/15, 1/29
SAO / Pacific audit findings - 1/28
FMSIB / call for projects - 1/28
WSACE / NACE 2016 planning - 1/29

County Engineer Training

3-Day CE Training was held at CRAB December 10-12, with 14 participants, representing 10 counties

County Financial Reporting

(material will be provided at the time of this presentation)

COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – January 30 - 31, 2014

Reporting Period: November 2013 thru January 2014

Agenda Item **8C**

COMPLIANCE

STANDARDS OF GOOD PRACTICE

December 31st, 2013 required submittals:

- Annual Construction Program**
- CAPP Program**
- PMS Certification for CAPP**
- Budget Summary Sheet**
- MM Work Plan and Budget**
- Six Year Road Program**
- Road Fund Budget**

With the Christmas and New Year's holidays falling in the middle of two successive weeks, it was challenging for some counties to meet the strict deadline of December 31st. In my opinion, considering anecdotal input from Toni Cox, 37 of the 39 counties submitted the required forms and documents in substantial conformance with the rules, with only two counties failing to submit one document each, Garfield Co. – Six Year Plan, King Co. – Budget Summary Sheet. There were a few counties which failed to supply required supporting documents to the required forms, almost universally associated with the ACP and Six Year TIP, most of which were supplied promptly after contact by Toni Cox.

Vacancy in Position of County Engineer:

Thurston County:

Dale Rancour, PE, long time County Engineer for Thurston County has announced his retirement and presented the BOCC with his resignation. His last day of employment with the county was December 31st, 2013. Per WAC 136-20 the county has notified

CRAB of the vacancy and that Mr. Scott Lindblom, PE (lic. #36237) has been appointed Acting County Road Engineer. The county is actively searching for a permanent replacement. Fortuitously, Mr. Lindblom was attending County Engineer's training in early December and learned of the WAC requirements for vacancy in the Engineer's position and was able to guide the county toward notification compliance.

Clark County:

Pete Capell, PE long time Public Works Director and County road Engineer for Clark County has tendered his resignation to the BOCC effective January 3rd, 2014. He has accepted the position of City Administrator for the City of Camas. Heath Henderson, PE has been named Acting PWD and County Engineer while the county considers searching for a permanent replacement. CRAB was notified in writing by letter dated January 7th, 2014.

Okanogan County:

Since July 2013 we have stayed in regular contact with Okanogan County as they conducted their search for a new County Engineer. To date the County has interviewed 4 candidates and made two offers of employment to prospective candidates. Negotiations with the first individual were not fruitful so the County moved to discussions with another prospective candidate. That candidate has accepted the position and reported to work in Okanogan County on January 15th, 2014. CRAB was notified by letter date January 7, 2014. The new Engineer's name is Josh Thomson, PE, WA license No. 40060.

WAC 136-12-010 Purpose and authority.

The laws of the state of Washington make detailed provisions in chapter [36.80](#) RCW, for the employment of a county engineer in each county. This chapter specifies that the county legislative authority of each county shall employ a county road engineer on either a full-time or part-time basis, or by contracting with another county for the engineering services of a county road engineer; that he/she shall be a registered and licensed professional civil engineer under the laws of this state; that he/she shall have supervision, under the direction of the county legislative authority, of all activities related to the county roads of the county, including maintenance; that he/she shall certify to the county legislative authority all bills with respect to county roads; that he/she shall keep complete public records of all road department activities; that he/she shall prepare plans and specifications for all construction work on the county road system.

[Statutory Authority: Chapter [36.79](#) RCW. WSR 02-18-018, § 136-12-010, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-12-010, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW [36.78.080](#). WSR 90-07-074 (Order 74), § 136-12-010, filed 3/21/90, effective 4/21/90; Order 13, § 136-12-010, filed 12/26/69; Regulation 1, § 136-12-010, filed 12/13/67.]

WAC 136-12-020 Procedure during vacancy.

It is unavoidable that vacancies will occur from time to time in the position of county engineer. When a vacancy occurs in the office of county engineer due to resignation, retirement, death or for any other reason, the county legislative authority shall take immediate steps to find a replacement, either by promotion from within the organization if a competent and eligible person is available, or by advertisement for, and interview of, qualified applicants. The county legislative authority or county executive shall, within five working days, notify the county road administration board of the vacancy, and of the procedure to be followed during the period of vacancy.

[Statutory Authority: Chapter [36.79](#) RCW. WSR 02-18-018, § 136-12-020, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.080](#). WSR 90-07-074 (Order 74), § 136-12-020, filed 3/21/90, effective 4/21/90; Regulation 1, § 136-12-020, filed 12/13/67.]

WAC 136-12-045 Notification of hiring.

When final arrangements for the employment of a new county engineer have been made, the county legislative authority or the county executive shall, within five working days, notify the county road administration board in writing and shall include the following information: Name of new county engineer, Washington registration number, start date, and contact information, including an e-mail address if available. In addition, the notification shall include a copy of the organization chart detailing the responsibilities of the county engineer.

[Statutory Authority: Chapter [36.79](#) RCW. WSR 02-18-018, § 136-12-045, filed 8/22/02, effective 9/22/02.]

WAC 136-12-060 Failure to comply.

If notification is not received within the time frame established in WAC [136-12-045](#), the matter of the vacancy will be considered at the next regular meeting of the county road administration board. The county road administration board may require that all construction by county forces projects be shut down and/or that all distribution of gas tax funds to the county cease: Provided however, That it may continue to grant reasonable extensions in the event the affected county can give adequate proof or demonstrate at the next regularly scheduled board meeting that a diligent effort has been made to secure the services of a qualified engineer.

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-12-060, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 02-18-018, § 136-12-060, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.080](#). WSR 90-07-074 (Order 74), § 136-12-060, filed 3/21/90, effective 4/21/90; Regulation 1, § 136-12-060, filed 12/13/67.]

County Audits – For Fiscal Year 2012

Clark County – the County has one new Finding and it is Road Fund related. Regarding the allocation of General Liability Insurance costs to the covered Funds, the county did not equitably charge all Funds resulting in the Road Fund being overcharged. The county did have an allocation methodology but did not follow it. The amount in question is stated as \$1,659,699.

Mason County – the County has 5 new Findings, two are County Road related and one is indirectly related. Regarding the Lower Elfendahl Pass road, the PWD failed to keep a copy of the Consultant comparison score sheet in the project file, and; failed to keep a copy of the supporting documentation for their suspension and debarment review of the design Consultant's sub-consultants in the project file. Regarding the ER&R Fund, from 2010 thru 2013 rates for some portions of the Current Expense Fund's use of ER&R Fund assets were under paid or not paid at all. Also, an excessive overhead or markup was charged to Road Fund materials. These issues have resulted in costs not being allocated equitably and also resulting in some Funds (ie Road Fund) benefitting other Funds. Regarding the County Assessor's office and personal property, the Assessor lacked adequate internal controls to ensure all personal property was identified and assessed properly. This resulted in the County not collecting all personal property taxes to which it was entitled, potentially effecting the Road Fund.

Pacific County – the County has one new Finding and it is Road Fund related. Regarding the allocation of shared services costs, the county did not have adequate documentation in place to show the costs were fair and equitable. The total amount in question is \$8.3 million dollars covering the 2011-2012 biennium. The four areas in question are charges from the Cumulative/Reserve Insurance Fund, charges from the Payroll Internal Service Fund, charges from ER&R, and Traffic Law Enforcement costs. It is unknown at this time how much of that dollar figure involves the County Road Fund, but it is likely a significant amount.

OTHER ACTIVITIES OF THE C&DA MANAGER

- Worked with IT staff on the Performance Metrics Dashboard. Updates were made in supporting data and some bugs were discovered and fixed in the data presentation. (Stewardship-Expenditures-county specific; Environmental)
- Study and review WAC 136 for concurrency – some inconsistencies discovered, recommend updates were provided, reviewed by the Deputy Director, and now presented to the CRABoard for review.

- Work on special section of 2013 Annual Report with Walt – County Forces Construction Utilization.
- Attended portion of the Design Conference in Bremerton.
- Required personnel training – First Aid and Violence in the Workplace.
- Regional RAP meetings, NE, SE, SW, NW, PS.
- WSACE/WSAC Annual Legislative Conference in Vancouver.
- Presentation of the Transp. Metrics Dashboard to the JTC.
- County Engineers training Dec. 10-12, assistant trainer.
- Interview panel at Kitsap County for Maintenance Superintendent position.
- Responded to difficulties some counties were having with understanding some aspects of the annual submittal requirements.
- Reviewed annual submittals due to CRAB by Dec. 31, 2013.
- County visits with Jeff Monsen, Grays Harbor, Clark, Cowlitz.

2013 Maintenance Management Visits

Miscellaneous Things to Share

County A: Performs bridge inspections with its own Under Bridge Inspection Trailer.

County B: Had Maintenance Management system in place ahead of CRAB.

County C: Road Department Equipment in PW ER&R system. Other departments in separate Motor Pool. Renting tracked mini-excavator for ditch maintenance. May add to ER&R fleet.

County D: Beginning to use Outlook Calendar to show planned activities and equipment usage. Challenges of remote locations with limited access. Using interchangeable bodies on 5-ton chassis.

County E: Builds first draft of Maintenance Management Work Plan using personnel hours, as staffing levels are less variable.

County F: Chip seal cycle has slipped from 7-10 to 15-20 year cycle. Challenges of disconnected work locations.

County G: Hiring freeze is beginning to reduce work accomplishments.

County H: Inventory is now GIS-based and used with Mobility.

County I: For a small county, some aspects of Maintenance Management are "overkill."

County J: Inventories of Stormwater features, signs, roadways, bridges are in place. Signals being added.

County K: Chip seal reduced from 25#/LF to 22#/LF to reduce chip costs and sweeping effort.

County L: Change in staff is creating opportunities to improve Maintenance Management planning and monitoring and budgeting.

County M: With 75% of county road system gravel, maintenance has priority over preservation.

County N: For 2014, work program activity definitions will be uniform in all districts.

County O: Budget and personnel attrition has reduced maintenance to bare minimums.

County P: "Maintenance Management has a powerful use, but small departments do it simply."

County Q: To reduce hauling costs, rock crushing is done within 7+/- miles of chip seal projects.

County R: Historical records are the primary basis for Maintenance Management planning. Chip sealing has slipped from 7-year cycle to 10-year cycle.

County S: "Funding is just enough to get by." Newer equipment has offset some personnel losses.

County T: Maintenance backlog is increasing. Lack of funds for seasonal employees.

County U: Rather than using Road Numbers and Mileposts, some maintenance is recorded/monitored by geographical districts.