



AGENDA

County Road Administration Board
April 14-15, 2016
CRAB Office - Olympia Washington

Thursday 9:00 AM

1 Call to Order

2 Chair's Report - Commissioner Snyder

- A. Approve April 14-15, 2016 Agenda
- B. Approve Minutes of January 21-22, 2016 CRABoard Meeting
- C. Proposed Amendment to October 29-30, 2015 Meeting Minutes
- D. Introduce New Staff Member Michael Clark

Action	Enclosure
Action	Enclosure
Action	Enclosure
Info	

3 Work Session/Possible Executive Session - Personnel Issue

NOON Lunch

1:00 PM - Public Meeting

4 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. RAP Project Actions Update
- C. Resolution 2016-003 Apportion RATA Revenues to Regions
- D. Resolution 2016-004 Allocate Estimated Revenue to Projects
- E. Lewis County Waiver of Payback
- F. Spokane County Bigelow Gulch 4 Update

Info	Enclosure
Info	Enclosure
Action	Enclosure
Action	Enclosure
Action	Enclosure
Info	Enclosure

5 Director's Report - Jay Weber

- A. CRABoard Positions
- B. WSACE County Engineer of the Year Nominations
- C. WSACE Project-Program Manager Award Nominations
- D. Audit
- E. Current Budget Status/Supplemental Budget

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	
Info	Enclosure

2:00 PM

6 Public Hearing

- A. WAC 136-25 New Standard of Good Practice-Traffic Law
- B. WAC 136-150-022 - Rules Update

Action	Enclosure
Action	Enclosure

7 Maintenance Manager's Report - Bob Moorhead, PE

Info	Enclosure
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8 Compliance Report - Derek Pohle, PE

Info	Enclosure
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9 Resolution 2016-005 Annual Certification - Jay Weber

Action	Handout
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RECESS

5:00 PM Dinner at Anthony's

Friday 8:30AM

10 Call to Order

11 WSACE Report - Gary Rowe, PE

Info	
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12 Deputy Director's Report - Walt Olsen

- A. County Engineers/PWD Status
- B. County Visits Completed Since January 2016
- C. County Audits
- D. Other Activities

Info	Enclosure

13 Division Reports

- A. Intergovernmental Policy Manager - Jeff Monsen
- B. Assistant Director - Steve Hillesland.

Info	Enclosure
Info	Enclosure

ADJOURN

Chairman's Signature: _____

Attest: _____

Minutes
County Road Administration Board
January 21-22, 2016
CRAB Office – Olympia, Washington

Members Present: Dale Snyder, Douglas County Commissioner, Chair
Brian Stacy, PE, Pierce County Engineer, Vice-Chair
Andrew Woods, PE, Columbia County Engineer, Second Vice-Chair
Rob Coffman, Lincoln County Commissioner
Lisa Janicki, Skagit County Commissioner
Kathy Lambert, King County Councilmember
Todd Mielke, Spokane County Commissioner
Bill Schulte, Lewis County Commissioner
Mark Storey, PE, Whitman County Engineer

Staff Present: Jay Weber, Executive Director
Walt Olsen, PE, Deputy Director
Steve Hillesland, Assistant Director
Karen Pendleton, Executive Assistant
Jeff Monsen, PE, Intergovernmental Policy Manager
Bob Moorhead, PE, Maintenance Manager
Derek Pohle, PE, Compliance & Data Analysis Manager
Rhonda Mayner, Secretary
*Randy Hart, PE, Grant Programs Manager
*Jim Ayres, Design Systems Manager

Guests: Scott Blonien, WACO Executive Director
*Bob Koch, Franklin County Commissioner
**Gary Rowe, WSACE Managing Director
**Rob Snaza, Lewis County Sheriff

*Present January 21,2016 only
** Present January 22, 2016 only

CALL TO ORDER

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 p.m. on Thursday, January 21, 2016 at the CRAB Office in Olympia.

CHAIR'S REPORT

Chair Snyder presented a plaque to Commissioner Koch in appreciation of his previous service on the Board.

He reminded those present to silence all electronic devices.

Approve January 21-22, 2016 Agenda

Chair Snyder advised the Board that if the agenda proceeded quickly, it was likely that staff reports would be moved to this day, in hopes that the roads would be better on Friday, and the Board members could leave early to get home.

Ms. Mayner noted the addition of Resolution 2016-002 to the agenda following item 4C. Second Vice-Chair Woods moved and Vice-Chair Stacy seconded to approve the agenda as amended. **Motion carried unanimously.**

Approve Minutes of October 29-30, 2015 CRABoard Meeting

Vice-Chair Stacy moved and Commissioner Schulte seconded to approve the minutes of the October 29-30, 2015 CRABoard meeting. **Motion carried unanimously.**

DIRECTOR'S REPORT

2015 Annual Report

Mr. Weber announced that the 2015 Annual Report has been posted on CRAB's website and that all interested parties have been notified via e-mail. Staff has mailed copies to various libraries and to all members of the Legislative Transportation Committee and their staff members.

Current Budget Status

Mr. Weber reviewed CRAB's current budget status. He noted that the agency is within \$1000.00 of allotment variances across all funds. He reminded the Board that in-state travel expenses are expected to be larger than usual in the following months due to staff travel for and to the 2016 NACE Conference in Tacoma in April.

He reported that the Governor's proposed supplemental budget gives CRAB slightly higher funding than the request made by the agency, and restores the RAP funding that was requested.

Veteran's Transition Support

Mr. Weber noted that Executive Order 13-01 currently does not pertain to CRAB, as this Board not an executive cabinet agency.

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reported that 1,022 of 1,132 projects have been completed to date. Anticipated revenue to the end of the 2015-17 biennium is \$561,582,474. RAP expenditures to date total \$513,846,451. RAP obligations remaining are through the 2015-17 biennium total \$126,782,786.

He listed several projects facing design or construction lapsing in March and April 2016.

Regional Meetings Update

Mr. Hart reported on meetings held in November and December in the Northeast, Northwest, Puget Sound, and Southwest RAP Regions. The Southeast Region meeting was rescheduled to January 29, 2016 due to inclement weather.

At the meetings, staff notified the regions that the CRABoard elected to have a call for new projects for the 2017-2019 biennium, but that allocation of funds to new projects would be based on the balance in the account and existing project reimbursement demand. The call for preliminary proposals closes March 1, 2016 and the final prospectuses will be due September 1, 2016.

Staff reviewed the various funding sources available through RATA, CAPA, MVA, and Multi-Modal accounts per the 2015 state legislature; and the Systemic Safety tool in Mobility was highlighted.

Mr. Pohle and Mr. Moorhead informed the counties on compliance reporting and status, potential public hearing, maintenance management, and the gravel roads study conducted by CRAB.

Resolution 2016-001 - Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2016-001 - Apportion RATA Funds to Regions. The resolution authorizes the accrued amount of \$3,272,780 now credited to RATA for November and December 2015 be apportioned to the regions by the established 2015-2017 biennium regional percentages after setting aside \$80,750 for administration.

After discussion, Commissioner Schulte moved and Commissioner Mielke seconded to approve Resolution 2016-001 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2016-002 – Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds

Mr. Hart presented Resolution 2016-002 - Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds. The resolution authorizes funding of \$309,500 as match for \$2,088,000 in Federal Bridge Replacement Funds for Okanogan County's Joe Moses Road and Park City Loop Bridges.

After discussion, Commissioner Coffman moved and Commissioner Schulte seconded to approve Resolution 2016-002 - Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds. **Motion carried unanimously.**

Project Request Actions Taken by CRAB Staff

Mr. Hart noted activities and requests handled by staff since the October 2015 CRABoard Meeting.

1. Mason County requested a scope change to their Cloquallum Road project, reducing the milepost limits from 5.85 – 6.85 to 5.85 – 6.60, with no change in RATA

funding. The request will eliminate widening and paving improvements at the west 0.25 miles of the project, increase design speed from 40 mph to 50 mph, realign the existing unsafe horizontal curve, and increase proposed roadway width from 28 feet to 34 feet.

The county plans to use existing \$900,000 RATA and \$250,000 county funding to build the improvements.

CRAB staff found that taken together, the changes result in a better overall project, focusing RATA and county funds on the highest priority deficiencies of the existing road. The changes increase the score of the project from 61.29 to 65.29. After review and confirmation with the CRAB Director, on January 13, 2016 an amended contract was offered to the county.

2. On December 7, 2015 CRAB received a reimbursement from Spokane County in the amount of \$1,500,000 for RATA funds that were used on their Bigelow Gulch 3 project in 2005. The paid-back funds were forwarded to the treasurer and have been deposited into the RATA account. CRAB staff found that the project did not accomplish the prospectus improvements agreed to in the CRAB/County Contract. The County elected to reimburse the funds and pursue the new funding offered by the CRAB Board to re-address the project needs.

3. Spokane County requested a two year extension of the lapsing date for their Forker Road project, from March 26, 2016 to March 26, 2018. The right of way review was extended, and delayed at one point, involving WSDOT and FHWA processes.

CRAB staff found the issues of project delay impacting the project were unforeseen and beyond the county's control, and therefore granted an extension in construction lapsing to March 26, 2018.

4. Lewis County has withdrawn Centralia Alpha Road from RATA funding. The county cited the need to reallocate their Federal STP funding from that project to their higher priority and more expensive Highway 603 project, which is also RATA funded. The county also committed to paying back \$152,283.80 of RATA funds used on Centralia Alpha Road.

Vice-Chair Snyder suggested that the county pursue a request for waiver of payback if they intend to continue the project in the future.

Chair Snyder called for a brief recess.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen reported three changes in the roster of County Engineers since October 2015:

By letter on November 9, 2015, Wahkiakum County appointed Paul Lacy, PE, as County Engineer, effective September 21, 2015, following the resignation of County Engineer Peter Ringen, PE.

By email and attachment on December 23, 2015, Asotin County appointed Dustin Johnson, PE, as Public Works Director/County Engineer, effective October 12, 2015. Garfield County Engineer Grant Morgan, PE, had been serving as Acting County Engineer until then.

By email on January 12, 2016, Kittitas County appointed Mark Cook, PE, as Interim Acting County Engineer, effective January 8, 2016, following the resignation of County Engineer Doug D'Hondt, PE.

County Visits completed since October 2015

Numerous contacts with County Engineers took place in other venues.

State Auditor's Report

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

CRAB has reviewed 14 audit reports representing 14 counties since the October 2015 Board meeting. Four audits contained a total of five findings issued and none involved County Road Funds in some form. Any audits with county name in bold print revealed substantive findings involving County Road Funds, specifically:

<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>
1015413	Cowlitz County	Accountability	01/01/2014 to 12/31/2014	10/29/2015	0	---	0	---
1015510	Whitman County	Accountability	01/01/2014 to 12/31/2014	11/5/2015	1	N	0	---
1015491	Island County	Accountability	01/01/2014 to 12/31/2014	11/16/2015	0	---	0	---
1015539	Kitsap County	Accountability	01/01/2014 to 12/31/2014	11/19/2015	0	---	0	---
1015071	Clark County	Accountability	01/01/2014 to 12/31/2014	12/3/2015	1	N	0	---
1015640	Jefferson County	Accountability	01/01/2014 to 12/31/2014	12/7/2015	0	---	0	---
1015523	Clallam County	Accountability	01/01/2014 to 12/31/2014	12/17/2015	0	---	0	---
1015593	Adams County	Accountability	01/01/2014 to 12/31/2014	12/21/2015	0	---	0	---
1015509	Stevens County	Financial and Federal	01/01/2014 to 12/31/2014	12/24/2015	2	N	0	---
1015795	Columbia County	Accountability	01/01/2013 to 12/31/2014	12/24/2015	1	N	1	NCR
1015845	Mason County	Accountability	01/01/2014 to 12/31/2014	12/28/2015	0	---	1	NCR
1015913	Douglas County	Accountability	01/01/2014 to 12/31/2014	12/28/2015	0	---	0	---
1015744	Asotin County	Accountability	01/01/2013 to 12/31/2014	12/31/2015	0	---	0	---
1015887	Garfield County	Accountability	01/01/2013 to 12/31/2014	12/31/2015	0	---	1	NCR

Activities

Mr. Olsen reviewed a list of his activities since the October 2015 CRABoard meeting.

PROPOSED WAC CHANGES

Mr. Pohle reported on a meeting held in the CRAB offices on January 8, 2016 between staff, Board members and representatives of the Sheriff's Association, as directed by the Board at the October 2015 meeting. He presented staff's revised recommendations for WAC 136-25 Standard of Good Practice-Traffic Law Enforcement Expenditures resulting from that meeting.

WAC 136-25-010 is specific to WAC 136-150-020, 136-150-021, 136-150-022, and 136-150-030 relating to road levy, road levy diversion, and traffic law enforcement.

WAC 136-25-020 states that diversion of road levy funds may only be for traffic law enforcement within unincorporated areas of the county. To preserve RATA eligibility, road levy funds diverted pursuant to RCW 36.33.220 may only be used for traffic law enforcement within the unincorporated areas of counties, except those counties with a population of less than eight thousand, RCW 36.79.140 and WAC 136.150.030.

WAC 136-25-030 establishes eligible traffic law enforcement activities on county roads. For purposes of maintaining RATA eligibility, should the legislative authority vote and budget to divert road levy funds, the following traffic law enforcement activities occurring in unincorporated county areas are the only activities that can be funded by county road levy funds.

- (1) Speed limit and other traffic law enforcement;
- (2) Collision investigation documenting/reporting;
- (3) Oversize vehicle (weight, length, width, and height) enforcement;
- (4) Special traffic emphasis patrols;

- (5) Facilitating the removal of abandoned vehicles from the county road and rights of way;
 - (6) Facilitating the removal of roadway and right of way obstructions at the request of the county engineer;
 - (7) Investigating illegal littering and dumping on county road rights of way;
 - (8) Sign damage investigation and enforcement;
 - (9) Road condition enforcement, including mud, water, debris, or spills;
 - (10) Rights of way encroachment investigation and enforcement at the request of the county engineer;
 - (11) Maintenance and construction zone traffic enforcement;
 - (12) Special road department vehicle collision investigation at the request of the county engineer; and
 - (13) Other activities clearly related to county road law enforcement needs, as mutually agreed upon in writing by the county road engineer and the county sheriff.
- Disagreements shall be elevated to the county legislative authority.

WAC 136-25-040 states that the certification required by WAC 136-150-022 shall be on a form provided by the county road administration board. Each county shall maintain adequate records of annual traffic law enforcement expenditures in such format and detail to demonstrate that the funds were used only for the traffic law enforcement activities set out in WAC 136-25-030.

WAC 136-25-050 states that the county road administration board shall provide model documents for counties to use to establish agreements (relationships) between the county legislative authority and the county sheriff and between the county road engineer and the county sheriff for the use of county road levy funds for traffic law enforcement. The agreements are discretionary, but if used should list which activities set out in WAC 136-25-030 are subject to the agreement.

Mr. Pohle also proposed to amend WAC 136-150-022 to read:

In those counties in which diverted road levy or transfer of road funds has been budgeted for traffic law enforcement, the county sheriff shall submit a certification showing the actual expenditure for traffic law enforcement in the previous budget year, on a form provided by the County Road Administration Board, provided that counties with a population of less than eight thousand shall be exempt from this requirement. Such certification shall be submitted to the county road administration board no later than April 1 of each year. Each county shall maintain records of annual traffic law enforcement expenditures in such format and detail as to demonstrate that the funds were used for traffic law enforcement.

Definition of Traffic Law Enforcement: For purposes of this chapter, traffic law enforcement is defined as engaging in the activities listed in WAC 136-25-030 in unincorporated county locations.

Mr. Pohle requested that the Board to set a public hearing for April 14, 2016 at 2:00 pm.

Following discussion, Commissioner Schulte moved and Commissioner Mielke seconded to set a public hearing for April 14, 2016 at 2:00 pm. **Motion passed unanimously.**

Chair Snyder moved staff reports forward from the Friday agenda.

STAFF UPDATES

Intergovernmental Policy

Mr. Monsen reported on his activities since the October 2015 CRABoard meeting, including the County Engineer Training held at CRAB December 8-10, 2015, with 12 participants in attendance from eight counties. The next session is scheduled for May.

He noted that the next update to the County Engineers' and Public Works Directors' Manual will be released in early February.

He asked the Board if CRAB staff should be more proactive in creating training opportunities for WSAC and possibly WACO members. The Board indicated that they feel the current level of promotion is adequate.

Maintenance Management Update

Mr. Moorhead reported on his activities since the October 2015 CRABoard meeting.

He noted that visits to 16 individual counties regarding the Gravel Roads Study were completed on November 3, 2015. A request to the counties to utilize the annual Maintenance Management Plan submitted to CRAB in December to estimate the annual maintenance costs per mile for both gravel and BST roads will close January 29. The preparation of the final report is under way, and he plans to present it at the April 2016 CRABoard Meeting.

He presented a summary of CRAB training held since the October 2015 Board meeting, and future training scheduled through April 2016.

Compliance and Data Analysis Report

Mr. Pohle reported on the counties' compliance in submitting the six reports due to CRAB by December 31 of each year, noting that 38 of the 39 counties had submitted all of the forms in the required electronic formats by the deadline. A few failed to submit required supporting documents on time, but did so quickly after being contacted by staff.

He noted that all counties are required by WAC 136-28 to have responded to/processed at least 90% of the county road collision reports submitted to them for coding by December 31 of each calendar year. For 2015, 35 counties were fully compliant, and the remaining four achieved compliance by January 15, 2016.

He reported on his activities since the October 2015 CRABoard meeting.

Information Services

Mr. Hillesland gave the Board a brief history of the Design Systems Program and introduced Mr. Ayres, who spoke of the current status of the program and its future direction.

He reported that the UAV program is progressing, and demonstrated a recent mapping of a Columbia County stockpile site.

In other business, Commissioner Mielke announced that this would be his last CRABoard meeting, as he is retiring from public service effective January 31.

Chair Snyder recessed the CRABoard meeting at 4:34 p.m. on January 21, 2016. The meeting will resume January 22, 2016 at 8:30 a.m.

**County Road Administration Board
Friday, January 22, 2016**

CALL TO ORDER

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 a.m. on January 22, 2016.

WSACE PRESENTATION

Mr. Rowe thanked Commissioner Mielke for his service to the Board, as well as his efforts on behalf of the Washington State Association of Counties. He indicated that the WSAC Board is planning to appoint a new CRABoard member at their February meeting.

He summarized several bills that have been introduced in the current legislative session that are of interest to the counties.

SHERIFF'S ASSOCIATION DELEGATION

Chair Snyder introduced Sheriff Snaza, who thanked the participants of the workshop held at CRAB the previous week. He expressed a desire to keep the Sheriff's Association more informed of the Board's actions and intentions.

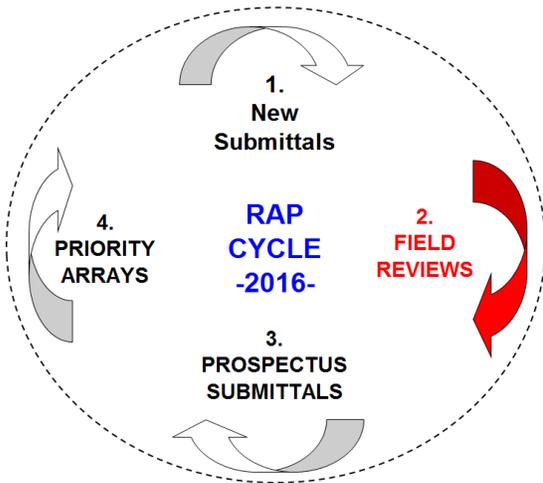
EXECUTIVE SESSION

Chair Snyder excused staff and guests from the meeting at 9:31 am for the Board to discuss a personnel matter. He noted that the Executive Session would take approximately one hour.

Chair Snyder closed the meeting at 10:40 a.m. on Friday, January 22, 2016.

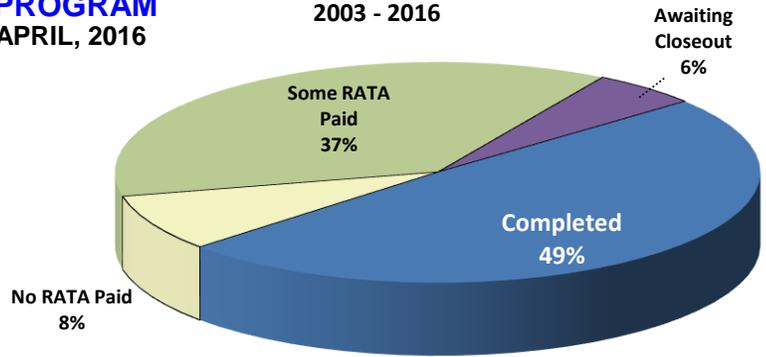
Chairman

Attest



RURAL ARTERIAL PROGRAM APRIL, 2016

Projects Funded
2003 - 2016



PROJECT STATUS:

Billing Phase	'83-'03	'03-'05	'05-'07	'07-'09	(Two Biennia) '09-'13	'13-'15	Current '15-'17	TOTAL
Completed	886	42	26	38	24	12	1	1029
Awaiting Closeout		2		2	4	3		11
Some RATA paid	1		2	4	13	35	22	77
No RATA Paid						2	15	17
TOTAL	887	44	28	44	41	52	38	1134

FUND STATUS:

Anticipated Revenue to end of '15 - '17 Biennium:

Fuel tax receipts and interest through June, 2015	522,051,074
Estimated fuel tax receipts, interest and MVA Transfers July 2015 thru June 2017	39,777,900
Total estimated revenue	561,828,974

RAP Expenditures to date:

To Completed Projects	479,045,028
To Projects in Design or Under Construction	29,154,707
Administration	10,169,490
Total RATA spent	518,369,224

RAP Obligations:

RATA Balance on Active Projects	101,146,632
RATA \$ yet to allocate to Partially funded projects -	\$19,863,989
Estimated remaining administration through 2015- 2017 biennium	656,000
Total RATA obligated	121,666,621

QTR 1 - 2016 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
January	\$17,251,395.00	\$1,658,182.46	\$4,005.61	(2,399,341.07)		(41,559.50)	\$16,472,682.50
February	\$16,472,682.50	\$1,539,489.09	\$5,739.61	(527,300.50)		(39,136.74)	\$17,451,473.96
March	\$17,451,473.96	\$1,479,013.23	\$5,956.69				\$18,936,443.88
TOTALS:		\$4,676,684.78	\$15,701.91	(2,926,641.57)	0	(80,696.24)	

PRELIMINARY PROSPECTUS SUBMITTALS – RAP PROGRAM

At its October 2015 meeting, the CRABoard initiated a call for new projects to be funded by the RATA during the 2017-2019 biennium. All preliminary proposals have been received (due March 1, 2016) and CRAB staff have commenced field reviews with the counties.

Proposals submitted March 1, 2016:

TYPES	No. Submitted	Average RATA	NE	NW	PS	SE	SW	TYPES
2R	37	803,878	10	17	1	5	4	2R
3R	49	1,443,151	16	6	3	6	18	3R
RC	20	1,801,745	6	1	1	9	3	RC
DR	10	584,000				2	8	DR
FA	4	1,244,460	1			3		FA
SA	4	1,115,550				4		SA
IS	1	584,100			1			IS
Total	125		33	24	6	29	33	125

RATA Millions	49	28	6	45	25	152
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Total requested RATA funds from preliminary proposals is \$152 million. Revenue available is estimated at \$40 million, of which approximately \$23 million will be allocated to existing partially funded projects.

Of the 125 projects submitted, roughly half will be submitted as final proposals which are due in September.

Counties are again showing more interest in **2R projects** since they are easier to submit, fund and build. Most of the 2R projects will likely stay on for the final submittal.

Project types:

- 2R = Resurface and Restore
- 3R = Rehabilitate (bring to full design standards were feasible) on existing alignment
- RC = Reconstruction mostly on new alignment.
- DR = Drainage structures such as culverts and short span (<20 ft.) bridges.
- FA = Bridge funded by FHWA, for which county seeks RAP as matching funds.
- SA = Bridge to be funded by county and RAP.

Project Actions Taken by CRAB Staff – Quarter 1, 2016

I. Kitsap County’s Glenwood Road - RAP Project 1810-01 – Construction lapsing extension:

Kitsap County, per their letter dated February 2, 2016 requested a one-year extension of the lapsing date for their Glenwood Road project, from April 26, 2016 to April 26, 2017

The county had faced extended time to negotiate right of way and easements for the project, and could not guarantee these could be accomplished before the construction lapsing date, April 26, 2016.

CRABstaff found the issues of project delay impacting the project were unforeseen and beyond the county’s control, and therefore granted an extension in construction lapsing to April 26, 2017.

II. Jefferson County’s Dosewallips Road- RAP Project 1614-01 - Construction lapsing extension:

Jefferson County, per their letter dated February 23, 2016 requested a two-year extension of the lapsing date for their Dosewallips Road Emergency project, from March 10, 2016 to March 10, 2018

After accomplishing repairs to restore the roadway to its’ original roadway configuration, the county pursued additional improvements to prevent further slides on the damaged section. However due to loss of staff and larger than usual construction season in 2015 (including RAP funded Paradise Bay Road), the county had struggled to commence the betterment work. In order to continue to work toward the improvements, the county requested an extension to the projects’ construction milestone.

CRABstaff found the issues of project delay impacting this second phase of the project were unforeseen and beyond the county’s control, and therefore granted an extension in construction phase lapsing to March 10, 2018.

III. Whitman County’s Almota Road - RAP Project 3810-01 – Construction lapsing extension:

Whitman County, per their letter dated October 14, 2015 requested a two-year extension of the lapsing date for their Almota Road 4 project, from March 26, 2016 to March 26, 2018

The county had gained a scope increase to this project in October of 2015 allowing extension of the project limits in order to make vertical alignment improvements at no additional RATA cost. Design work for these improvements has taken considerable time, therefore the county requested a construction time extension in order to finish full design.

CRABstaff found the delay impacting the project was unforeseen and beyond the county’s control, since it only recently realized the project cost savings that would allow them to do the additional alignment work. The CRAB Director therefore granted an extension in construction lapsing to March 26, 2018.

**RESOLUTION 2016-003
 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 2015 - 2017 biennium at its meeting of July 16, 2015; 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; 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 \$4,692,387 deposited to the RATA for January February and March, 2016 be apportioned to the regions by their 2015 - 2017 biennium regional percentages after setting aside \$121,125 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2015 - 2017)</u>	<u>PRIOR PROGRAM (1983 - 2015)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		121,125	323,000	10,988,815	11,311,815
NORTHEAST	43.77%	2,000,841	5,654,278	218,444,246	224,098,524
NORTHWEST	10.89%	497,810	1,406,787	58,510,781	59,917,568
PUGET SOUND	6.82%	311,760	881,018	37,001,227	37,882,245
SOUTHEAST	23.62%	1,079,732	3,051,269	120,553,549	123,604,818
SOUTHWEST	14.90%	681,118	1,924,806	76,552,456	78,477,262
TOTAL	100.00%	4,692,387	13,241,159	522,051,074	535,292,233

Adopted by the CRABoard on April 14, 2016

Chair's Signature

ATTEST

RESOLUTION 2016-004
TO APPROVE 2015 - 2017 RAP PROJECTS
AND ALLOCATE ESTIMATED 2015 - 2017 RATA REVENUE

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

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

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

WHEREAS the best available estimate of 2015 - 2017 biennium revenues, including interest, and funds turned back through withdrawal or underrun indicate that the following approximate amounts are available in the second year of the biennium for allocation to projects on the 2015 - 2017 arrays in the five regions:

<u>REGION</u>	<u>A Est. Fuel Tax '15 - '17</u>	<u>B Turned-Back Funds</u>	<u>A+B Total Available</u>	<u>Previously Allocated</u>	<u>Remaining Funds to Allocate</u>
Northeast	16,526,200	5,411,803	21,938,000	16,718,200	5,219,800
Northwest	4,229,400	317,383	4,546,000	3,860,000	686,000
Puget Sound	2,557,400	-	2,557,000	1,913,688	643,312
Southeast	8,990,800	4,341,187	13,331,000	11,430,000	1,901,000
Southwest	5,696,200	2,402,228	8,098,000	7,288,000	810,000
	<u>38,000,000</u>	<u>12,472,602</u>	<u>50,470,000</u>	<u>41,209,888</u>	<u>9,260,112</u>

NOW, THEREFORE, BE IT RESOLVED, that the County Road Administration Board hereby approves the following projects in the five regions and allocates the est. 2015 - 2017 fuel tax funds and turned-back funds to the listed projects in the amounts shown.

<u>County</u>	<u>RoadName</u>	<u>Project Type</u>	<u>TOTAL COST</u>	<u>RATA REQ</u>	<u>PREVIOUS FUNDING</u>	<u>NEW FUNDING</u>	<u>TOTAL FUNDING</u>	<u>Partial</u>
NORTHEAST REGION:								
Adams	Cunningham	2R	1,025,000	922,500	250,800	499,200	750,000	P
Whitman	Farmington Road	2R	1,050,000	750,000	-	750,000	750,000	
Lincoln	Sprague Highway Sec 1	2R	833,000	500,000	-	188,000	188,000	P
Ferry	Boulder Creek Sec. 1	3R	1,900,000	1,710,000	789,300	184,800	974,100	P
Douglas	Crane Orchard Road	3R	2,663,000	2,100,600	-	786,900	786,900	P
Okanogan	Old 97	3R	2,000,000	1,800,000	-	1,650,500	1,650,500	P
Whitman	Almota Road (Phase 3)	3R	4,460,000	3,450,000	-	1,062,900	1,062,900	P
Grant	4-NE (Hiawatha to Westshore Dr.)	RC	1,326,000	1,193,400	128,100	97,500	225,600	P
TOTAL NEW NE REGION FUNDING						5,219,800		

<u>County</u>	<u>RoadName</u>	<u>Project Type</u>	<u>TOTAL COST</u>	<u>RATA REQ</u>	<u>PREVIOUS FUNDING</u>	<u>NEW FUNDING</u>	<u>TOTAL FUNDING</u>	<u>Partial</u>
NORTHWEST REGION:								
Clallam	Dry Creek Road	3R	1,150,000	1,035,000	369,509	190,000	559,509	P
Kitsap	Seabeck Highway # 2	3R	2,867,000	1,800,000		496,000	496,000	P
TOTAL NEW NW REGION FUNDING						686,000		
SOUTHEAST REGION:								
Garfield	Gould City Mayview Phase 4	3R	1,748,200	1,572,800	374,800	33,000	407,800	P
Walla Walla	Mill Creek Road	RC	2,513,400	1,916,000		994,000	994,000	P
Klickitat	Courtney Road	2R	1,130,000	990,000		263,000	263,000	P
Franklin	Pasco-Kahlotus Road	RC	2,088,000	1,620,000		611,000	611,000	P
TOTAL NEW SE REGION FUNDING						1,901,000		
SOUTHWEST REGION:								
Skamania	Wind River Road	2R	355,000	306,900	262,500	44,400	306,900	
TOTAL NEW SW REGION FUNDING						44,400		

Project Types:

RC = Reconstruction

3R = Rehabilitation

2R = Resurface and Restore

Allocation Summary:

NE Region 5,219,800

NW Region 686,000

PS Region -

SE Region 1,901,000

SW Region 44,400

Total Allocated: 7,851,200

Unallocated PS \$ 643,312

Unallocated SW \$ 765,600

Total Not Allocated: 1,408,912

(will be made available for 2017 - 2019 projects)

Total Funding Available: 9,260,112

Adopted by the CRABoard on April 14 , 2016

Chair's Signature

ATTEST

State of Washington
Office of Financial Management
Fund and FTE Detail by Fiscal Year

Agency: 406 - County Road Administration Board
Version: TR - 2016 Supp Transp Budget-Passed Leg.
Version Option: Transportation and Omnibus

3/11/16

7:11 AM

Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
2015-17 Expenditure Authority	17.2	17.2	17.2	47,520	47,357	94,877	
Current Biennium Fund Totals	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				23,843	24,220	48,063	50.66%
108-1 Motor Vehicle Account-State				6,500	6,489	12,989	13.69%
186-1 County Arterial Preservation Acct-State				17,177	16,648	33,825	35.65%
92D Audit Services							
108-1 Motor Vehicle Account-State				13		13	100.00%
92E Legal Services							
108-1 Motor Vehicle Account-State				16	17	33	100.00%
92F Office of Chief Information Officer							
108-1 Motor Vehicle Account-State					1	1	100.00%
92K DES Central Services							
108-1 Motor Vehicle Account-State				18	44	62	100.00%
92L Core Financial Systems Replacement							
108-1 Motor Vehicle Account-State					1	1	100.00%
92T Time, Leave and Attendance System							

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
108-1 Motor Vehicle Account-State				2		2	100.00%
G06 State Public Employee Benefits Rate				(9)	4	(5)	
102-1 Rural Arterial Trust Account-State				(2)	1	(1)	20.00%
108-1 Motor Vehicle Account-State				(5)	2	(3)	60.00%
186-1 County Arterial Preservation Acct-State				(2)	1	(1)	20.00%
GL9 General Wage Incr-State Employees				51	86	137	
102-1 Rural Arterial Trust Account-State				12	20	32	23.36%
108-1 Motor Vehicle Account-State				25	42	67	48.91%
186-1 County Arterial Preservation Acct-State				14	24	38	27.74%
Total Maintenance Level				47,611	47,510	95,121	
% Change from Current Biennium				0.2%	0.3%	0.3%	
AH Increase Authority							
102-1 Rural Arterial Trust Account-State				4,500	4,500	9,000	100.00%
2015-17 Total Proposed Budget				52,111	52,010	104,121	
% Change from Current Biennium				9.7%	9.8%	9.7%	
2015-17 Budget Fund Summary Totals	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				28,353	28,741	57,094	54.83%
108-1 Motor Vehicle Account-State				6,569	6,596	13,165	12.64%

**State of Washington
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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
186-1 County Arterial Preservation Acct-State				17,189	16,673	33,862	32.52%

92D Audit Services

The agency's budget is adjusted to update anticipated charges for state audit services and to shift funding between fiscal years to reflect the State Auditor's audit schedule.

92E Legal Services

The agency's budget is adjusted to reflect updated estimates of anticipated usage of Attorney General's Office legal services.

92F Office of Chief Information Officer

The agency's budget is adjusted to update their allocated share of charges and to reflect increased billing levels for software subscriptions and office relocation.

92K DES Central Services

The agency's budget is adjusted to update its allocated share of the following charges from the Department of Enterprise Services: small agency financial services, capital project surcharge, campus utilities, campus employee parking, financing cost recovery, public and historic facilities, and risk management administration. Additionally, small agency human resources clients are provided expenditure authority to pay for human resources services.

92L Core Financial Systems Replacement

Funding is provided for planning efforts to replace the state's core financial systems. This phase of the project will start the process of replacing the state's procurement system and will begin the business process redesign work to prepare for full replacement of the enterprise resource planning (ERP) system. This funding will also be used to develop the plan and cost estimates for full ERP replacement in subsequent biennia.

92T Time, Leave and Attendance System

The agency's budget is increased to pay the remaining debt service for the Time, Leave and Attendance system.

AH Increase Authority

Expenditure authority is increased for County Road Administration Board projects to reflect the most recent revenue forecast and unused prior biennium funds.

State of Washington
Office of Financial Management
Fund and FTE Detail by Fiscal Year

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Dollars in Thousands

G06 State Public Employee Benefits Rate

This item moves funding for employee compensation that was provided in the 2015-17 operating budget into individual agency budgets, without changing the amount of that funding.

GL9 General Wage Incr-State Employees

This item moves funding for employee compensation that was provided in the 2015-17 operating budget into individual agency budgets, without changing the amount of that funding.

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Dollars in Thousands

<u>Parameter</u>	<u>Entered As</u>
Biennium	2015-17
Agency	406
Version	TR
Version Option	B
Program	
Sub Program	
Without Codes	N
Include Supporting Text	Y

Maintenance Manager's Report

Prepared by Bob Moorhead

April 14, 2016

January – April 2016

County Meetings

March 7: Snohomish County RAP Prospectus Site Reviews

March 8: San Juan County RAP Prospectus Site Reviews

March 9: Whatcom & Skagit Counties RAP Site Prospectus Reviews

March 10: Island County RAP Prospectus Site Reviews

March 14: Cowlitz County RAP Project File & Field Review

March 16: Walla Walla County RAP Project File & Field Review

March 22: Pierce County RAP Prospectus Site Reviews

April 5: Skamania County RAP Project File & Field Reviews

April 8: Wahkiakum County RAP Project Field Review

April 21: Clallam and Jefferson Counties RAP Prospectus Site Reviews

April 22: Kitsap County RAP Prospectus Site Reviews

Other Meetings

March 2: APWA History Committee Meeting, Issaquah

March 15: Enhanced Gravel Road Treatments Workshop, Redmond, OR

March 17: WSACE Eastern District Roundtable Meeting, Ritzville

March 24: WSACE Western District Roundtable Meeting, Olympia

April 5-8: Washington State Chapter APWA Spring Conference, Vancouver

April 20: Eastern Washington Association of County Road Supervisors, Moses Lake

April 24-26: Volunteer at NACE National Convention, Tacoma

Gravel Roads Study

The Gravel Roads Study authorized by the CRABoard in April, 2015, has been completed. Paper copies are being distributed to the Board at this month's meeting. It will be posted on the CRAB web site in early May.

Retirement

I am retiring on May 31, 2016, after eight years as member of the CRAB Staff.

CRAB Training February – April 2016

Date	Subject	Location	Participants	Counties Represented
February 3-4	Autodesk Civil 3D	CRAB Offices	3	2
February 17-18	Mobility	Benton County	11	4
March 23	Pavement Management	Mason County	2	1
March 31	UAV Demonstration Class	Lewis County	20	1
April 4-7	Civil 3-D	CRAB Offices	6	3
April 12-14	UAV Demonstration Classes	Eastern Washington	15	3

April 2016 CRABoard Meeting
Deputy Director's Report

4/7/2016 12:19 PM

A. County Engineer Changes since January 2016

There were no reported changes in County Engineer positions during the last quarter.

B. County Visits completed since January 2016

- Thurston County (2)
- Pacific County

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

C. County Audit Reports reviewed since January 2016

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

CRAB has reviewed ***nine (9)*** audit reports representing ***seven (7)*** counties since the January 2016 board meeting. ***Two (2)*** audits contained a total of ***two (2)*** findings issued and ***none*** involved County Road Funds in some form. Any audits, with “**Finding Report**” in bold print, revealed substantive findings involving County Road Funds.

2014-2015 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>
1016024	Pierce County	Accountability	01/01/2014 to 12/31/2014	3/31/2016	0		0	
1016417	Pierce County	Fraud	01/01/2014 to 05/11/2015	3/31/2016	1	N	0	
1016419	King County	Accountability	07/01/2014 to 06/30/2015	3/31/2016	0		2	NCR
1016188	Franklin County	Accountability	01/01/2014 to 12/31/2014	3/7/2016	0		0	
1016217	Walla Walla County	Accountability	01/01/2014 to 12/31/2014	3/7/2016	0		0	
1016115	Spokane County	Accountability	01/01/2014 to 12/31/2014	2/11/2016	0		0	
1016109	Kittitas County	Accountability	01/01/2014 to 12/31/2014	2/4/2016	1	N	0	
1015831	Snohomish County	Accountability	07/01/2014 to 06/30/2015	2/1/2016	0		0	
1016108	Yakima County	Accountability	01/01/2014 to 12/31/2014	1/28/2016	0		0	

D. Other Activities and Visits since January 2016

25 January	CRAB Annual Forms Project Meeting	CRAB Office
8-16 February	Jury Duty	Olympia
18 February	Transportation Commission Presentation (CRAB)	WSDOT HQ
7-8 March	Road System Inventory Manager Interviews	CRAB Office
11 March	Management Seminar	Olympia
15 March	Transportation Commission Presentation (UAV)	WSDOT HQ
16 March	WSACE/CRAB Freight/Rail Project	CRAB Office
16 March	King 5 Interview (UAV's)	CRAB Office
17 March	WSACE East District Meeting	Ritzville
21 March	Thurston County TLE Discussion	CRAB Office
22 March	Thurston County CRAB On Site Training (CFC)	Olympia
24 March	WSACE West District Meeting	WSAC Office
29 March	Pacific County Landslide Field Review	Naselle
4-6 April	Vacation	Newport
12 April	SACS Quarterly Meeting	CRAB Office

*