



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

Thursday
1:00 PM

1 Call to Order

2 Chair's Report - Commissioner Dale Snyder

- A. Approve January 21-22, 2016 Agenda
- B. Approve Minutes of October 29-30, 2015 CRABoard Meeting

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| Action | Enclosure |
| Action | Enclosure |

3 Executive Director's Report - Jay Weber

- A. 2015 Annual Report
- B. Current Budget Status

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| Info | |
| Info | Enclosure |

4 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Regional Meetings Update
- C. Resolution 2016-001 - Apportion RATA Funds to Regions
- D. Staff Reports

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| Info | Enclosure |
| Info | Enclosure |
| Action | 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

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| Info | Enclosure |
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| Info | Enclosure |

6 Proposed WAC Changes - Derek Pohle, PE

Request for Public Hearing - April 14, 2015

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| Action | Enclosure |
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RECESS

6:00 PM Dinner at Casa Mia

Friday
8:30 AM

7 Call to Order

8 WSACE Report - Gary Rowe, PE

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| Info | |
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9 Sheriff's Association Delegation

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| Info | |
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10 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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11 Executive Session - Personnel

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ADJOURN

Chair: _____

Attest: _____

Minutes
County Road Administration Board
October 29-30, 2015
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
 Ann E. Salay, CRAB Counsel

Staff Present: Jay Weber, Executive Director
 Walt Olsen, PE, Deputy Director
 Steve Hillesland, Assistant Director
 *Karen Pendleton, Executive Assistant
 Randy Hart, PE, Grant Programs Manager
 Jeff Monsen, PE, Intergovernmental Policy Manager
 Derek Pohle, PE, Compliance & Data Analysis Manager
 Rhonda Mayner, Secretary
 Bob Davis, Systems Manager
 **Jim Oyler, Support Specialist
 **Kathy O'Shea, Database Specialist
 **Eric Hagenlock, Applications Specialist
 **Nhan "Jacky" Nguyen, Project Developer

Guests: *Scott Blonien, WACO Executive Director
 *John Snaza, Thurston County Sheriff
 *John Turner, Walla Walla County Sheriff
 *Rob Snaza, Lewis County Sheriff
 *Mark Nelson, Cowlitz County Sheriff
 *Robin Campbell, Assistant Thurston County Manager
 *Charles Beyer, Wahkiakum County Public Works Director
 *Kelli Connor, Kittitas County resident
 *Unidentified male member of the public
 *Unidentified female member of the public
 **Gary Rowe, WSACE Managing Director
 **Melissa McFadden, PE, Mason County Engineer
 **Frank Pinter, Mason County Budget Manager

*October 29, 2015 only
 **October 30, 2015 only

CALL TO ORDER

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:04 pm on Thursday, October 29, 2015, at the CRAB Office in Olympia. He asked guests to sign the attendance sheet and to silence their cell phones.

CHAIR'S REPORT

Introductions

Chair Snyder introduced new CRAB Counsel Ann E. Salay, and welcomed her to the Board. Ms. Salay gave the Board a brief background on herself.

Approve Agenda for the October 29-30, 2015 Meeting

Second Vice-Chair Woods moved and Commissioner Coffman seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of July 16-17, 2015 CRABoard Meeting

Commissioner Schulte moved and Commissioner Janicki seconded to approve the minutes of the July 16-17, 2015 CRABoard meeting. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reported that there are 68 active RAP projects. Ten more are complete and awaiting final close-out. CRAB has total anticipated revenue of \$561,582,474 through the 2015-17 biennium. \$511,446,675 has been expended to date. There are outstanding obligations of \$131,427,906.

Project Request Actions Taken by CRAB Staff

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

1. Douglas County requested a scope change to their Coulee Meadows Road project, extending the milepost limits from 4.00–7.35 to 4.00–7.44, with no change in RATA funding.

During design, the county discovered that the terminus of the previously completed and adjacent project ended at milepost 7.44, not 7.35. The county requested the limits for the current project be extended to that location so no gaps are left in the overall improvements. The county did not request any change in RATA funding of \$2,322,900.

CRAB staff found that the rating points for the increased length project decreases the score from 97.94 to 97.78, and the project retains its position in the funding array. After review and confirmation with the CRAB Director, on July 27, 2015 an amended contract was offered the county which revised the milepost limits to 4.00–7.44.

2. Whitman County requested an increase in project length to their Almota Road Phase 4 project, revising the milepost limits from 8.39–11.56 to 7.96–11.56, with no change in RATA funding.

As the county pursued design, it realized this location is near the top of a steep crest vertical curve that was listed for prospectus improvements. The county requested the limits be extended through the curve in order to flatten the grade for its entire length.

The county is not seeking a change in the RATA funding of \$2,738,700.

CRAB staff found that the rating points for the increased length lowered the project score from 70.38 to 69.76, still well above the next funded 3R project. After review and confirmation with the CRAB Director, on October 26, 2015 an amended contract was offered the county which revised the milepost limits to 7.96–11.56.

3. Columbia County requested a two year extension of the lapsing date of April 16, 2016 for their South Touchet Road project.

RAP funded Tucannon Road has been delayed due to environmental and right of way issues during WSDOT review. RAP funded Lyons Ferry Road was also delayed due to a lengthy permitting process involving the Army Corps of Engineers. These delays have had a domino effect on construction scheduling, and the county plans to build three RAP funded projects, including these two, in 2016. This pushes South Touchet, which is currently at 60% design level, to 2017. The county therefore requested a full two year extension of construction to April 16, 2018, assuring it will pursue the project to delivery by that time.

CRABstaff found the issues of project delay impacting South Touchet Road were unforeseen and beyond the county's control, and therefore granted an extension in construction lapsing to April 16, 2018.

Mr. Hart noted discussions with several counties regarding other potential project changes.

Resolution 2015-012 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2015-012 – apportion RATA funds to regions, which approves that the accrued amount of \$1,634,704 now credited to RATA in July 2015 be apportioned to the regions by the established 2013-2015 biennium regional percentages after setting aside \$41,000 for administration.

Vice-Chair Stacy moved and Mr. Storey seconded to approve Resolution 2015-012.

Motion passed unanimously.

Resolution 2015-013 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2015-013 – apportion RATA funds to regions, which approves that the accrued amount of \$5,275,992 now credited to RATA in August, September and October 2015 be apportioned to the regions by the established 2015-2017 biennium regional percentages after setting aside \$121,125 for administration.

Commissioner Schulte moved and Councilmember Lambert seconded to approve Resolution 2015-013. **Motion passed unanimously.**

Consider Call for Projects

Mr. Hart reported that per WAC 136-161-020, the RAP cycle begins at the fall odd-year CRABoard meeting, when the board considers the RATA balance, project payment schedules, and future revenue to determine if enough funds will be available to provide for a new array of projects for the ensuing biennium (2017–2019).

He noted that while the September 2007 and 2009 forecasts for the 2017–2019 biennium had been grossly over-estimated, the 2011 and 2013 forecasts ended up being more accurate, and actual fuel tax revenue increased in the 2013-2015 biennium. It appears the recent estimates may be more reliable. The gas tax revenue estimate for the 2017–2019 biennium, which would fund 2017-2019 projects, is \$38,925,500.

He summarized the RATA spending history and balance, reporting that the 2013-15 ending balance was \$16,800,000. Anticipated revenue for 2015-17 is \$39,500,000, which includes the anticipated \$1,094,000 Motor Vehicle Account transfer for the biennium. The available funds to spend in 2015-17 will be \$56,300,000.

He cautioned that although planned spending is scheduled at \$76,400,000, in order to maintain a \$12,000,000 balance by the end of the 2015–17 biennium spending must be limited to approximately \$44,300,000. Anticipated spending will likely fall between \$40,000,000 and \$45,000,000.

He noted that the RATA balance has been dropping since 2009 and the end of 2015 may see a year-end balance below \$10,000,000, which will prompt the delay of 2016 scheduled projects that are not moving toward advertisement as indicated by project development data from counties.

The obligation levels have affected the RATA balance over the years. When obligation levels are high, the balance drops; when they are lower, the balance increases. However, through the RAP Online web application, the counties have tracked project progress more closely, and this has encouraged higher spending rates even with lower obligation shown for years 2011–2014. The last allocation of funds, made by the CRABoard in April 2015, increased the obligation level to approximately \$133,000,000.

Mr. Hart noted the potential for additional allocation of \$39,000,000 in 2017-2019. Approximately \$24,000,000 of this would fully fund current, partially funded projects. The remaining \$15,000,000 would fund new projects. Many of the new projects would be smaller scope and move to construction quickly, requiring closer management of project schedules and greater assurances from counties of the accuracy of their spending plans.

He noted that as a first-in funding source, counties depend on the RATA to be able to pursue the time consuming design, permitting and right-of-way negotiations knowing that their project can arrive at and accomplish the construction phase as well. The

CRABoard has historically served this need by carrying a large over-obligation beyond the ensuing biennium's estimated revenue. If the current partially funded projects were fully funded at this time, the total obligation would be approximately \$133,000,000, requiring four biennia of revenue, 2015 to 2023, to cover this amount. Staff finds that CRABoard management of the RATA via over-obligation and timely delays of project construction, when necessary, has proven an effective way to keep the account balance low, while retaining enough funds to pay for projects that are ready for construction. Although most counties have expressed their general support for a call for projects, even if they are delayed reimbursement, there are issues with project scheduling that will become more pronounced with a new call.

Many large projects are currently scheduled out to 2020, which will continue to suppress the account balance. In addition, the current 2R and drainage projects will have a quick turn-around and will also keep pressure on the balance. Both of these factors are expected to suppress the balance to low levels. Adding new projects will apply additional undue pressure on the balance.

Some smaller counties expressed they cannot afford to carry the cost of their projects to support delayed RATA payment, and 2R projects especially would need immediate attention. Finally, new larger scope 3R and RC projects would increase in cost if a significant delay were imposed, making the original scope of work unattainable.

He summarized that the balance is at its lowest ever going into a biennium, and construction charges for the next three years, at least, are expected to keep it low; project scheduling and reimbursement for any new projects would be unstable given the already high over-obligation of RATA funds; the scope of work for projects delayed five to six years will be difficult to maintain by the counties, as has been evidenced in recent cost-induced scope changes; and overall delays benefit some counties that may be better able to leverage other fund sources to maintain a steady construction program, and yet harm smaller counties that rely more heavily on RAP and quick reimbursements to stabilize their programs and staffing levels, adversely affecting the competition and fairness on new applications.

Given the already high commitment to currently funded projects that need additional funding to complete, and to maintain parity of fund usage between counties and regions, staff recommends the CRABoard decline a call for new projects for the 2017-2019 biennium funding period; allocate the remaining 10% of the 2015-17 biennium revenue to current partially funded and new projects on the current array at the April 2016 CRABoard meeting; and allocate 2017–2019 estimated revenue to active partially funded projects from prior biennia at the April 2017 CRABoard meeting.

Staff further recommends that in the event the RATA balance should drop below \$10,000,000, projects which are scheduled for construction but have not accomplished the significant steps of permitting, design, right of way, etc., be delayed by the CRAB Executive Director prior to delaying projects that have accomplished the above listed project steps.

Second Vice-Chair Woods suggested that a call for projects be issued, but the Board determine at a future date whether to proceed with funding the new array.

Chair Snyder tabled the discussion until after the Public Hearing, and called for a brief recess.

PUBLIC HEARING

Chair Snyder called the public hearing on WSR 15-17-007 to order at 2:06 pm. Mr. Pohle presented staff's recommendations for WAC 136-25 Standard of Good Practice-Traffic Law Enforcement Expenditures.

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 emphasis patrols at the request of the county engineer or in cooperation with the WTSC or WSP;
- (5) Facilitating the removal of abandoned vehicles from the county road and rights of way at the request of the county engineer;
- (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 at the request of the county engineer;
- (8) Sign damage investigation and enforcement at the request of the county engineer;
- (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, typically at the request of the county engineer;
- (12) 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.

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 sheriff 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 should list which activities set out in WAC 136-25-030 are subject to the agreement.

Chair Snyder opened the public comment portion of the hearing.

Mr. Blonien requested delay of adoption and formation of a workgroup to work toward consensus on the issues. This was supported by the all of the sheriffs present. Ms. Campbell noted that Thurston County supports the proposed WAC.

Chair Snyder closed the public comment portion of the hearing at 3:52 pm.

Commissioner Mielke suggested adding “the legislative authority” to WAC 136-25-030, Item 13. Second Vice-Chair Woods agreed, but noted that in that case “the county road engineer” should be removed, as he serves at the pleasure of the legislative authority.

Commissioner Mielke moved and Commissioner Schulte seconded to close the public hearing. **Motion passed unanimously.** Chair Snyder closed the public hearing on WSR 15-17-007 at 4:03 pm.

Commissioner Mielke moved and Commissioner Schulte seconded to form a committee comprised of sheriffs, CRABoard members, and CRAB staff to further discuss the issue, with the members to be appointed by Chair Snyder. **Motion passed unanimously.**

Chair Snyder appointed Commissioner Schulte, Commissioner Coffman, and Mr. Storey, and asked the sheriffs present at the meeting to appoint four sheriffs to the committee. He directed Mr. Weber to select members of staff to serve on the committee, and asked that the committee report at the January 2016 CRABoard meeting.

Chair Snyder called for a brief recess.

PUBLIC HEARING CONTINUED

Chair Snyder opened the public hearing on WSR 15-17-006 at 4:24 pm. He noted that WAC 136-150-022 is tied to the previous matter, so will not be considered at this hearing. He also noted that the correct number is WAC 136-150-025, originally we requested using number 150-025. 150-025 was repealed year's back, therefore we will use number 136-150-025.

Mr. Pohle presented staff's recommendations for WAC 136-150-025 Ascertaining the expenditures for marine moorage and navigation purposes; and WAC 136-150-030 Identifying eligible counties. These changes and additions are necessary to fulfill CRAB's directives in regard to recently passed EHB 1868 regarding the use of county road funds for marine navigation and moorage purposes.

WAC 136-150-025 states that in those counties in which road funds have been used for marine navigation and moorage purposes as specified in RCW 36.82.070, the county engineer shall submit a certification showing the amount of county road fund used for those activities related to marine navigation and moorage purposes performed contiguous with, adjacent to, or offshore concomitant to the county road right of way. Such certification shall be submitted to the county road administration board no later than April 1 of each year.

The proposed amendment for WAC 136-150-030 states that all counties with a population of less than eight thousand shall be eligible to receive RATA funds. Counties with a population greater than eight thousand shall be eligible to receive RATA funds only if, during the immediately preceding calendar year:

- (1) The actual expenditures for traffic law enforcement have been equal to or greater than either the amount of the diverted road levy budgeted for traffic law enforcement or the amount of road funds transferred to current expense to fund traffic law enforcement;
- (2) The amount of county road funds used beyond the county right of way for activities clearly associated with removal of fish passage barriers that are the responsibility of the county did not exceed twenty-five percent of the total cost of activities related to fish barrier removal on any one project and the total cost of activities related to fish barrier removal beyond the county right of way did not exceed one-half of one percent of the county's total annual road construction budget;
- (3) Any expenditures of the road levy for marine navigation and moorage by those counties eligible per RCW 36.82.070 were made from amounts deposited into a special account within the road fund for those purposes and, performed contiguous with, adjacent to, or offshore concomitant to the county road right of way.
- (4) All road funds that have been transferred to other funds have been used for legitimate road purposes;
- ((4)) (5) Revenues collected for road purposes have been expended on other governmental services only after authorization from the voters of that county under RCW 84.55.050; and
- ((5)) (6) County road levy funds

Chair Snyder noted that there were no members of the public present to comment, and no written comments had been received to date.

Second Vice-Chair Woods moved and Councilmember Lambert seconded to close the public hearing. **Motion passed unanimously.** Chair Snyder closed the public hearing on WSR 15-17-006 at 4:29 pm.

Following questions and discussion, Second Vice-Chair Woods moved and Commissioner Coffman seconded to adopt WAC 136-150-025 Ascertaining the expenditures for marine moorage and navigation purposes, and WAC 136-150-030 Identifying eligible counties. **Motion passed unanimously.**

Consider Call for Projects continued.

Following questions and discussion, Commissioner Schulte moved and Second Vice-Chair Woods seconded to issue a call for new projects in the 2017-19 biennium, but the Board determine at a future date whether to proceed with funding the new array. **Motion passed unanimously.**

DIRECTOR'S REPORT

Director's Activities

Mr. Weber reported on his recent activities. He noted that an SAO Accountability Audit will be conducted on CRAB for the fiscal year ending June 15, 2015. The audit is expected to begin in late November, and cost \$14,300.

2014 Meeting Schedule

Mr. Weber presented staff's recommendations for the 2016 CRABoard meeting schedule. Following discussion, the dates were set as January 21-22, April 14-15, July 28-29, and October 27-28.

Approve Annual Certification Form

Mr. Weber noted that the only changes are to reflect the current reporting period dates. Mr. Pohle noted that next year, the form will be modified to include the new reporting requirements for marine navigation and moorage. Vice-Chair Stacy moved and Mr. Storey seconded to approve the 2015 Annual Certification Form. **Motion passed unanimously.**

2015-17 Current Budget Status

Mr. Weber noted a report from Chad Johnson of DES stating that the September 2015 financial report shows the agency has spent \$14,161 less in operating funds than planned-to-date. The agency is right on track for spending. The following is a brief explanation from Mr. Johnson on the variances between allotment assumptions and the actual expenditures:

Salaries & Benefits: Very minor under-expenditures.

Goods & Services: **Object EB** Communications – This under expenditure is due to the change in how some bills are coded for DES. They are now coded to EL. **Object EL** Data Processing – This is the offset to the EB above. The plan of the two objects is underspent in total. Allotments will be adjusted in the future when a quarterly update is necessary.

Travel: Travel is over-expended overall but should come back into plan as the fiscal year goes on

Capital Outlays: A few expenditures to date, no plan for this because the transportation budget was not funded for the employee raises. When CRAB receives the funding for the pay increases this will be allotted in objects that are discretionary since we have already planned the labor expenditures.

Capital Funding: Mr. Johnson did a Capital allotment adjustment in the month of October to match the expenditure plan to Mr. Hart's plan. He has been working with Mr. Hart analyzing and making sure the fund balance is healthy enough for all distributions.

Decision Package Submittal

Mr. Weber reported that a supplemental budget request has been submitted, asking for an increase of spending authority of \$9.5 million to RATA, which agrees with the revenue estimate from OFM and projected program costs. The request notes that if the increase is not granted, \$15 million in overall project costs will be delayed or cancelled statewide.

Chair Snyder recessed the meeting at 4:54 pm on October 29, 2015. The CRABoard meeting will resume October 30, 2015 at 8:30 am.

**County Road Administration Board
Friday, October 30, 2015**

CALL TO ORDER

The second day of the fall CRABoard meeting was called to order by Chair Snyder at 8:30 am on October 30, 2015.

WSACE PRESENTATION

Mr. Rowe presented the draft agenda for the upcoming Washington State Association of County Engineers (WSACE) Annual Meeting, to be held in conjunction with the WSAC County Leaders Conference, November 17-20 in Skamania.

MASON COUNTY AUDIT UPDATE

Mr. Monsen reported that in a State Auditor's Office (SAO) Accountability Audit for 2012:

"The Equipment Rental and Revolving Fund did not charge funds equitably. Beginning in 2010, the rates developed through cost allocation plans were not applied equitably. From 2010 through 2012, the Board of Commissioners reduced the long-term vehicle, computer and telephone amounts owed for most Current Expense departments, and eliminated these charges in 2013. However, departments outside of Current Expense, and the remaining Current Expense departments continued to be charged based on the plan. ...

The ER&R Fund had funds available that allowed for reducing the amount charged. At the end of 2012, unrestricted funds were \$7.8 million, while expenses were less than \$3 million. However, all funds should have been reduced in an equitable manner. ..."

And in an SAO Accountability Audit for 2013:

Status of prior audit findings --- The Equipment Rental and Revolving Fund did not charge funds equitably.

"This finding has been partially resolved.

- The Equipment Rental and Revolving Fund revised its rates for 2014 and charged all departments in accordance with the plan.
- An interfund loan was established to repay the \$348,672 vehicle cash out over three years.
- The 2015 adopted budget includes repayment of the excessive markup of \$483,237 for Road Fund materials.
- While there is agreement to correct the \$2,911,752 underpaid by departments not charged full rates, a formal plan has not been adopted."

Mr. Monsen noted that since the detailed financial analysis, recommendations, and formal actions have yet to be finalized by Mason County, the financial values presented below, as well as in the SAO “findings” on the previous page, should be considered “order of magnitude” numbers meant for discussion purposes only.

It is clear from the review of various Mason’s Board of County Commissioner minutes that during 2009 and 2010, it was an intentional act to reduce equipment rental rates for selected vehicles and other Equipment Rental and Revolving (ER&R) services in order to reduce budget costs for Current Expense. That being said, it is also very clear that the rates previously charged by ER&R were intentionally set higher than actual needs in order to build a reserve, but without clarity as to its long term purpose or equity between financial contributors.

At the end of 2009, the ER&R Fund balance was approximately \$8 million. By the end of 2013, the fund balance had dropped to under \$6 million. Even though a number of factors and individual transactions ultimately affect this fund balance reduction, it is fair to say that the magnitude of the reduction can be attributed entirely to the reduction in charges to Current Expense.

The early internal analysis of this situation has focused on the historical undercharges. However, since the past fund balance is now recognized as being larger than actually needed, it does not make sense for the solution to simply be Mason County’s ER&R Fund collecting “back charges”.

Mr. Monsen noted that the statutory requirements of having an ER&R Fund is for county road related equipment and materials. A county “may” use the fund for other county fleet and operational purposes. While it is a “best management” practice to treat all ER&R managed resources exactly the same, the statutory requirements guiding his review focus on protection of the Road Fund.

Based on his analysis to date, and due to the excess fund balance that had been created in ER&R prior to 2010, it appears that the ER&R Fund undercharges likely consumed all of the Current Expense financial equity previously held within the fund, with the result being that no cash reserves are available today for any Current Expense vehicle replacements. It does not appear that Road Fund-related ER&R resources have been negatively impacted at this point, but the situation must be monitored very closely until finally resolved

Mr. Monsen has discussed the matter with Mason County and they concur with this general conclusion. The County also appears to be committed to finalize their financial and policy analysis in order to ensure there is clear short-term and long-term policy and guidance on the operational purposes of the ER&R Fund, and to regularly review and update; establish “equity shares” for the current ER&R Fund resources between the various fleet service users, based on historical use and contributions; and enhance

accounting practices to maintain an equity balance sheet in order to protect restricted fund contributions.

Mr. Monsen introduced Ms. McFadden and Mr. Pinter, who gave additional information to the Board. Mr. Pinter noted that the county has developed a plan to pay back the ER&R fund. The SAO had initially agreed, but recently decided they wanted to reconsider the method used to arrive at the beginning balance of the funds in 2010. He reported that the county intends to move forward, and will possibly hold a hearing on the issue on November 24.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen noted the following changes in County Engineers since the July 2015 CRABoard meeting:

1. Benton County announced that County Engineer/PWD Dan Ford, PE would resign September 11, 2015. On September 4, 2015, Benton County appointed Matthew Rassmussen, PE as County Engineer, effective September 1, 2015.
2. Asotin County appointed Dustin Johnson, PE as County Engineer, effective October 12, 2015. As Mr. Johnson is not currently licensed in Washington State, Asotin County is working under an existing inter-local agreement for engineering services through Garfield County until he has obtained licensure.
3. Wahkiakum County announced that County Engineer/PWD Peter Ringen, PE would resign September 30, 2015. On October 13, 2015, Wahkiakum County appointed Paul Lacy, PE as Acting County Engineer, effective October 13, 2015. CRAB staff is currently working with Wahkiakum County to correct several issues regarding this process. Mr. Olsen noted that Mr. Lacy is a current WSDOT employee who is going to Wahkiakum County one day a week to perform the CE duties. The county's organizational chart also needs to be changed, as it does not meet statutory requirements.

County Visits completed since July 2015

Official County Visits were conducted in Columbia, Garfield, Whitman, Spokane, Douglas, Lewis, and Whatcom Counties.

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 60 audit reports representing 37 counties since the July 2015 board meeting. Thirteen audits contained a total of 15 new findings issued and four involved County Road Funds in some form. Any audits with “Y” under “Co. Rd?” column, reveal substantive findings involving County Road Funds.

| Report # | Entity/Description | Report Type | Audit Period | Release Date | New Finding# | Co.Rd.? | PrevFind# | Status |
|----------|----------------------|-------------------------|--------------------------|--------------|--------------|---------|-----------|--------|
| 1014621 | Snohomish County | CAFR | 01/01/2014 to 12/31/2014 | 7/20/2015 | | | | |
| 1014660 | Kitsap County | Financial and Federal | 01/01/2014 to 12/31/2014 | 8/13/2015 | 1 | N | | |
| 1014726 | Skagit County | Financial and Federal | 01/01/2014 to 12/31/2014 | 7/23/2015 | | | | |
| 1014736 | Yakima County | CAFR | 01/01/2014 to 12/31/2014 | 7/24/2015 | | | | |
| 1014758 | Benton County | Financial and Federal | 01/01/2014 to 12/31/2014 | 8/3/2015 | | | | |
| 1014764 | Clark County | CAFR | 01/01/2014 to 12/31/2014 | 7/23/2015 | | | | |
| 1014799 | Skagit County | Accountability | 01/01/2014 to 12/31/2014 | 8/17/2015 | | | | |
| 1014846 | Whatcom County | Accountability | 01/01/2014 to 12/31/2014 | 8/24/2015 | | | | |
| 1014853 | Whatcom County | Financial and Federal | 01/01/2014 to 12/31/2014 | 8/24/2015 | | | | |
| 1014900 | Lewis County GASB 68 | Attestation Engagements | 07/01/2013 to 06/30/2014 | 8/27/2015 | | | | |
| 1014907 | Wahkiakum County | Accountability | 01/01/2013 to 12/31/2014 | 9/10/2015 | | | | |
| 1014918 | Wahkiakum County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/10/2015 | | | | |
| 1014920 | King County AUP | Attestation Engagements | 01/01/2014 to 12/31/2014 | 8/24/2015 | | | | |
| 1014924 | Asotin County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/3/2015 | | | | |
| 1014933 | Lewis County | Accountability | 01/01/2014 to 12/31/2014 | 8/31/2015 | | | | |
| 1014953 | Lewis County | Financial and Federal | 01/01/2014 to 12/31/2014 | 8/31/2015 | | | | |
| 1014974 | King County | Financial and Federal | 01/01/2014 to 12/31/2014 | 8/31/2015 | 1 | N | 1 | NCR |
| 1015006 | Chelan County | Accountability | 01/01/2014 to 12/31/2014 | 9/24/2015 | | | 1 | NCR |
| 1015017 | Yakima County | Fraud | 03/01/2013 to 01/31/2015 | 9/17/2015 | 1 | N | | |
| 1015018 | Snohomish County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/17/2015 | | | | |
| 1015047 | Columbia County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/21/2015 | | | | |
| 1015090 | San Juan County | Accountability | 01/01/2014 to 12/31/2014 | 9/14/2015 | | | | |
| 1015092 | San Juan County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/14/2015 | | | | |
| 1015094 | Yakima County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/17/2015 | 1 | N | | |
| 1015103 | Pacific County | Accountability | 01/01/2013 to 12/31/2014 | 9/24/2015 | | | 1 | PC(CR) |
| 1015109 | Clark County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/21/2015 | | | 1 | NCR |
| 1015110 | Adams County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/17/2015 | | | 1 | NCR |
| 1015130 | Pacific County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/24/2015 | | | | |
| 1015142 | Garfield County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/24/2015 | | | | |
| 1015143 | Lincoln County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | | |
| 1015144 | Lincoln County | Accountability | 01/01/2013 to 12/31/2014 | 9/28/2015 | | | | |

| Report # | Entity/Description | Report Type | Audit Period | Release Date | New Finding# | Co.Rd.? | PrevFind# | Status |
|----------|-------------------------------|-------------------------|--------------------------|--------------|--------------|---------|-----------|--------|
| 1015156 | Whitman County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/21/2015 | 1 | N | 1 | NCR |
| 1015162 | Grays Harbor County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/30/2015 | | | 1 | NCR |
| 1015163 | Grays Harbor County | Accountability | 01/01/2014 to 12/31/2014 | 9/30/2015 | | | | |
| 1015180 | Klickitat County | Accountability | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | | |
| 1015195 | Klickitat County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | 1 | Y | 1 | FC(CR) |
| 1015198 | Spokane County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | 1 | N | 2 | FC(CR) |
| 1015199 | Kittitas County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | 1 | Y | | |
| 1015204 | Pend Oreille County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | | |
| 1015205 | Pend Oreille County | Accountability | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | | |
| 1015209 | Walla Walla County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/24/2015 | | | | |
| 1015226 | Chelan County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | 2 | N | 1 | NCR |
| 1015231 | Jefferson County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | 1 | N | | |
| 1015234 | Island County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | 1 | PC(CR) |
| 1015242 | Pierce County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/30/2015 | | | | |
| 1015250 | Franklin County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | | |
| 1015277 | Douglas County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | | |
| 1015281 | Ferry County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | 2 | NCR |
| 1015282 | Grant County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | | | | |
| 1015286 | Skamania County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/28/2015 | 1 | N | 2 | NCR |
| 1015310 | Clallam County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/30/2015 | | | | |
| 1015312 | Mason County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/30/2015 | 1 | Y | 2 | PC(CR) |
| 1015313 | Mason County | Financial and Federal | 01/01/2013 to 12/31/2013 | 9/30/2015 | 2 | Y | 1 | NCR |
| 1015323 | Cowlitz County | Financial and Federal | 01/01/2014 to 12/31/2014 | 9/30/2015 | | | | |
| 1015333 | Clallam County GASB 68 | Attestation Engagements | 07/01/2013 to 06/30/2014 | 10/8/2015 | | | | |
| 1015361 | Douglas County GASB 68 | Attestation Engagements | 07/01/2013 to 06/30/2014 | 10/15/2015 | | | | |
| 1015377 | Kittitas County GASB 68 | Attestation Engagements | 07/01/2013 to 06/30/2014 | 10/15/2015 | | | | |
| 1015379 | Yakima County GASB 68 | Attestation Engagements | 07/01/2013 to 06/30/2014 | 10/15/2015 | | | | |
| 1015407 | Pierce County | Attestation Engagements | 07/01/2013 to 06/30/2014 | 10/15/2015 | | | | |
| NCR | Non County Road | | | | | | | |
| FC(CR) | Fully Corrected (Co. Rd.) | | | | | | | |
| PC(CR) | Partially Corrected (Co. Rd.) | | | | | | | |

Deputy Director's Activities

Mr. Olsen reported on his activities since the August 2013 CRABoard meeting.

Maintenance Manager's Report

Mr. Olsen noted that Bob Moorhead, CRAB Maintenance Manager, was attending the American Public Works Association Conference in Yakima. He reported on Mr. Moorhead's recent activities, progress on the Gravel Roads Study, and training hosted by CRAB since July 2015, as well as training sessions scheduled for November and December. Mr. Moorhead will present a draft report on the Gravel Roads Study at the January 2016 CRABoard meeting, and a final report at the April 2016 CRABoard meeting.

INFORMATION SERVICES REPORT

Mr. Hillesland presented the agenda for the 26th Annual Road Design Conference, to be held November 3-5 in Chelan.

He reported on the recent Mobility release, which included report modification abilities and added the Systemic Safety Tool.

Mr. Hagenlock reported on the Systemic Safety Tool and gave a brief demonstration. Staff is pursuing grant opportunities to assist in data collection for the next phase of the project.

COMPLIANCE AND DATA ANALYSIS REPORT

Mr. Pohle reiterated the changes in County Engineers' offices since July 2015 as noted in Mr. Olsen's prior report.

He provided detail on three county audits for 2014:

Klickitat County: the county had one finding that was road fund related. They did not comply with allowable cost requirements on a federally funded road project and requested \$16,637.00 reimbursement for a contractor that did not work on the project. Once the county was aware of the mistake, they promptly notified the granting agency and repaid the funds.

Pacific County: from a prior audit for 2011-2012, the county has one finding, partially corrected, that was road fund related. The county allocated shared services costs in excess of \$8.3 million without adequate documentation that the costs were fair and equitable. This finding also contained a component of \$493,466.00 of traffic law enforcement costs without adequate documentation to prove proper use of restricted funds. This has been partially resolved and staff continues to monitor the issue.

Skamania County: Staff has been monitoring a continuing finding which affects the Road Fund. For at least three consecutive audits, the SAO has issued a finding that the county's financial condition continues to decline and is at risk of not being able to meet its current obligations and maintain services. Staff continues to support the county's Public Works staff on a consultative basis.

Mr. Pohle reported on his other activities since July 2015.

INTERGOVERNMENTAL POLICY

Mr. Monsen noted travel to and general discussions since the July 2015 CRABoard meeting at the Mason, Chelan, Benton, Grant, Okanogan, Skagit, and King County Engineer offices.

He reported on his other meetings and activities.

He noted that the County Engineers' Training scheduled for December 8-10 at the CRAB offices has 13 participants registered from eight counties, with four more on a waiting list. Customized training was held in Whatcom County on October 8 with 23 participants, and again on October 20 with nine participants.

Meeting adjourned by Chair Snyder at 10:56 am.

Chairman

ATTEST: _____

County Road Administration Board Agency Summary BITD as of December 2015

| <u>Category</u> | <u>BI Allotment</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> | <u>BI Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Salaries and Wages | 3,060,242 | 778,304 | 761,405 | 16,899 | 2,298,837 |
| Employee Benefits | 921,455 | 230,574 | 230,388 | 186 | 691,067 |
| Goods and Other Services | 658,306 | 171,282 | 162,914 | 8,368 | 495,392 |
| Travel | 114,001 | 20,421 | 35,575 | (15,154) | 78,426 |
| Capital Outlays | 0 | 0 | 8,597 | (8,597) | (8,597) |
| Grants, Benefits & Client Services | 90,144,000 | 33,052,000 | 26,036,670 | 7,015,330 | 64,107,330 |
| Interagency Reimbursements | (21,004) | (21,004) | (20,979) | (25) | (25) |
| Sum: | 94,877,000 | 34,231,577 | 27,214,569 | 7,017,008 | 67,662,431 |
| Sum without Grants: | 4,733,000 | 1,179,577 | 1,177,900 | 1,677 | 3,555,100 |

| <u>Category</u> | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| Salaries and Wages | 141,974 | 122,792 | 19,182 | 778,304 | 761,405 | 16,899 |
| AA State Classified | 107,090 | 105,531 | 1,559 | 658,020 | 657,058 | 962 |
| AC State Exempt | 17,080 | 17,261 | (181) | 102,480 | 103,566 | (1,086) |
| AS Sick Leave Buy-Out | 2,241 | 0 | 2,241 | 2,241 | 0 | 2,241 |
| AT Terminal Leave | 15,563 | 0 | 15,563 | 15,563 | 780 | 14,783 |
| Employee Benefits | 37,525 | 36,687 | 838 | 230,574 | 230,388 | 186 |
| BA Old Age and Survivors Insurance | 7,698 | 7,173 | 525 | 47,148 | 45,910 | 1,238 |
| BB Retirement and Pensions | 13,783 | 13,728 | 55 | 84,417 | 85,038 | (621) |
| BC Medical Aid & Industrial Insurance | 1,122 | 603 | 519 | 6,732 | 3,788 | 2,945 |
| BD Health, Life & Disability Insurance | 13,121 | 13,440 | (319) | 81,246 | 84,851 | (3,605) |
| BH Hospital Insurance (Medicare) | 1,801 | 1,743 | 58 | 11,031 | 10,803 | 228 |
| Goods and Other Services | 29,398 | 34,700 | (5,302) | 171,282 | 162,914 | 8,368 |
| EA Supplies and Materials | 500 | 112 | 388 | 3,000 | 1,795 | 1,205 |
| EB Communications/Telecommunications | 2,098 | 871 | 1,227 | 12,560 | 5,656 | 6,904 |
| EC Utilities | 1,166 | 24 | 1,142 | 6,996 | 4,642 | 2,354 |
| ED Rentals and Leases - Land & Buildings | 9,799 | 9,799 | 0 | 58,794 | 58,792 | 2 |
| EE Repairs, Alterations & Maintenance | 55 | 0 | 55 | 104 | 285 | (181) |
| EF Printing and Reproduction | 375 | 128 | 247 | 2,250 | 1,106 | 1,144 |
| EG Employee Prof Dev & Training | 1,666 | 500 | 1,166 | 9,996 | 7,318 | 2,678 |
| EH Rental & Leases - Furn & Equipment | 214 | 192 | 22 | 1,199 | 1,134 | 65 |
| EJ Subscriptions | 781 | 885 | (104) | 781 | 1,335 | (554) |
| EK Facilities and Services | 625 | 926 | (301) | 3,750 | 3,150 | 600 |
| EL Data Processing Services (Interagency) | 3,124 | 3,520 | (396) | 18,744 | 21,565 | (2,821) |
| EM Attorney General Services | 124 | 35 | 89 | 744 | 1,722 | (978) |
| EN Personnel Services | 0 | 98 | (98) | 0 | 1,937 | (1,937) |
| EP Insurance | 0 | 0 | 0 | 1,049 | 1,817 | (768) |
| ER Other Contractual Services | 5,747 | 5,672 | 75 | 34,511 | 34,146 | 365 |
| ES Vehicle Maintenance & Operating Cst | 290 | 141 | 149 | 300 | 214 | 86 |
| ET Audit Services | 0 | 11,882 | (11,882) | 0 | 12,683 | (12,683) |
| EW Archives & Records Management Svcs | 125 | 0 | 125 | 250 | 184 | 66 |

| <u>Category</u> | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| EY Software Licenses and Maintenance | 2,709 | 0 | 2,709 | 16,254 | 3,763 | 12,491 |
| EZ Other Goods and Services | 0 | (85) | 85 | 0 | (331) | 331 |
| Travel | 3,412 | 5,003 | (1,591) | 20,421 | 35,575 | (15,154) |
| GA In-State Subsistence & Lodging | 2,312 | 2,337 | (25) | 13,872 | 19,570 | (5,698) |
| GC Private Automobile Mileage | 836 | 0 | 836 | 5,053 | 3,731 | 1,322 |
| GD Other Travel Expenses | 264 | 613 | (349) | 1,496 | 723 | 773 |
| GF Out-Of-State Subsistence & Lodging | 0 | 782 | (782) | 0 | 782 | (782) |
| GG Out-Of-State Air Transportation | 0 | 286 | (286) | 0 | 286 | (286) |
| GN Motor Pool Services | 0 | 984 | (984) | 0 | 10,483 | (10,483) |
| Capital Outlays | 0 | 1,367 | (1,367) | 0 | 8,597 | (8,597) |
| JA Noncapitalized Assets | 0 | 879 | (879) | 0 | 6,803 | (6,803) |
| JB Noncapitalized Software | 0 | 489 | (489) | 0 | 1,794 | (1,794) |
| Grants, Benefits & Client Services | 3,062,250 | 2,576,088 | 486,162 | 33,052,000 | 26,036,670 | 7,015,330 |
| NZ Other Grants and Benefits | 3,062,250 | 2,576,088 | 486,162 | 33,052,000 | 26,036,670 | 7,015,330 |
| Interagency Reimbursements | 0 | 0 | 0 | (21,004) | (20,979) | (25) |
| SA Salaries and Wages | 0 | 0 | 0 | (15,330) | (15,480) | 150 |
| SB Employee Benefits | 0 | 0 | 0 | (5,674) | (5,499) | (175) |
| Total Dollars | 3,274,559 | 2,776,638 | 497,921 | 34,231,577 | 27,214,569 | 7,017,008 |

County Road Administration Board Agency Summary BITD as of December 2015

Fund 102- Rural Arterial Trust Account Summary

| <u>Category</u> | <u>BI Allotment</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> | <u>BI Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Salaries and Wages | 722,361 | 178,980 | 177,479 | 1,501 | 544,882 |
| Employee Benefits | 218,778 | 54,390 | 53,980 | 410 | 164,798 |
| Goods and Other Services | 23,940 | 6,665 | 5,714 | 951 | 18,226 |
| Travel | 3,921 | 597 | 1,229 | (632) | 2,692 |
| Capital Outlays | 0 | 0 | 301 | (301) | (301) |
| Grants, Benefits & Client Services | 47,094,000 | 18,862,250 | 11,847,331 | 7,014,919 | 35,246,669 |
| Sum: | 48,063,000 | 19,102,882 | 12,086,033 | 7,016,849 | 35,976,967 |
| Sum without Grants: | 969,000 | 240,632 | 238,702 | 1,930 | 730,298 |

| <u>Category</u> | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| Salaries and Wages | 29,830 | 29,608 | 222 | 178,980 | 177,479 | 1,501 |
| AA State Classified | 29,830 | 29,608 | 222 | 178,980 | 177,479 | 1,501 |
| Employee Benefits | 9,065 | 9,002 | 63 | 54,390 | 53,980 | 410 |
| BA Old Age and Survivors Insurance | 1,849 | 1,800 | 49 | 11,094 | 10,792 | 302 |
| BB Retirement and Pensions | 3,311 | 3,310 | 1 | 19,866 | 19,842 | 24 |
| BC Medical Aid & Industrial Insurance | 154 | 152 | 2 | 924 | 913 | 11 |
| BD Health, Life & Disability Insurance | 3,318 | 3,318 | 0 | 19,908 | 19,908 | (0) |
| BH Hospital Insurance (Medicare) | 433 | 421 | 12 | 2,598 | 2,524 | 74 |
| Goods and Other Services | 1,162 | 1,217 | (55) | 6,665 | 5,714 | 951 |
| EA Supplies and Materials | 17 | 4 | 13 | 102 | 63 | 39 |
| EB Communications/Telecommunications | 78 | 31 | 48 | 440 | 198 | 242 |
| EC Utilities | 40 | 1 | 39 | 240 | 162 | 78 |
| ED Rentals and Leases - Land & Buildings | 337 | 343 | (6) | 2,022 | 2,058 | (36) |
| EE Repairs, Alterations & Maintenance | 0 | 0 | 0 | 7 | 10 | (3) |
| EF Printing and Reproduction | 13 | 4 | 9 | 78 | 39 | 39 |
| EG Employee Prof Dev & Training | 57 | 18 | 40 | 342 | 256 | 86 |
| EH Rental & Leases - Furn & Equipment | 21 | 7 | 14 | 41 | 40 | 1 |
| EJ Subscriptions | 52 | 31 | 21 | 52 | 47 | 5 |
| EK Facilities and Services | 22 | 32 | (10) | 132 | 110 | 22 |
| EL Data Processing Services (Interagency) | 107 | 123 | (16) | 642 | 755 | (113) |
| EM Attorney General Services | 4 | 1 | 3 | 24 | 60 | (36) |
| EN Personnel Services | 0 | 3 | (3) | 0 | 68 | (68) |
| EP Insurance | 0 | 0 | 0 | 36 | 64 | (28) |
| ER Other Contractual Services | 194 | 199 | (5) | 1,193 | 1,195 | (2) |
| ES Vehicle Maintenance & Operating Cst | 0 | 5 | (5) | 10 | 7 | 3 |
| ET Audit Services | 0 | 416 | (416) | 0 | 444 | (444) |
| EW Archives & Records Management Svcs | 4 | 0 | 4 | 8 | 6 | 2 |
| EY Software Licenses and Maintenance | 216 | 0 | 216 | 1,296 | 132 | 1,164 |
| EZ Other Goods and Services | 0 | 0 | 0 | 0 | 0 | (0) |
| Travel | 108 | 175 | (67) | 597 | 1,229 | (632) |
| GA In-State Subsistence & Lodging | 73 | 82 | (9) | 438 | 669 | (231) |

| <u>Category</u> | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---|-------------------------|-------------------------|-----------------------|--------------------------|--------------------------|-------------------------|
| GC Private Automobile Mileage | 13 | 0 | 13 | 115 | 131 | (16) |
| GD Other Travel Expenses | 22 | 21 | 1 | 44 | 25 | 19 |
| GF Out-Of-State Subsistence & Lodging | 0 | 27 | (27) | 0 | 27 | (27) |
| GG Out-Of-State Air Transportation | 0 | 10 | (10) | 0 | 10 | (10) |
| GN Motor Pool Services | 0 | 34 | (34) | 0 | 367 | (367) |
| Capital Outlays | 0 | 48 | (48) | 0 | 301 | (301) |
| JA Noncapitalized Assets | 0 | 31 | (31) | 0 | 238 | (238) |
| JB Noncapitalized Software | 0 | 17 | (17) | 0 | 63 | (63) |
| Grants, Benefits & Client Services | 1,862,250 | 1,376,088 | 486,162 | 18,862,250 | 11,847,331 | 7,014,919 |
| NZ Other Grants and Benefits | 1,862,250 | 1,376,088 | 486,162 | 18,862,250 | 11,847,331 | 7,014,919 |
| Total Dollars | <u>1,902,415</u> | <u>1,416,139</u> | <u>486,276</u> | <u>19,102,882</u> | <u>12,086,033</u> | <u>7,016,849</u> |

Category

| <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|

Fund 108- Motor Vehicle Account Summary

| <u>Category</u> | <u>BI Allotment</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> | <u>BI Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Salaries and Wages | 1,519,084 | 389,774 | 367,123 | 22,651 | 1,151,961 |
| Employee Benefits | 441,957 | 109,866 | 109,036 | 830 | 332,921 |
| Goods and Other Services | 274,147 | 71,939 | 68,403 | 3,536 | 205,744 |
| Travel | 47,812 | 8,130 | 15,176 | (7,046) | 32,636 |
| Capital Outlays | 0 | 0 | 3,602 | (3,602) | (3,602) |
| Grants, Benefits & Client Services | 10,706,000 | 5,353,000 | 5,352,900 | 100 | 5,353,100 |
| Sum: | 12,989,000 | 5,932,709 | 5,916,240 | 16,469 | 7,072,760 |
| Sum without Grants: | 2,283,000 | 579,709 | 563,340 | 16,369 | 1,719,660 |

Category

| <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|

| | | | | | | |
|---|---------------|---------------|----------------|----------------|----------------|----------------|
| Salaries and Wages | 79,799 | 61,335 | 18,464 | 389,774 | 367,123 | 22,651 |
| AA State Classified | 44,915 | 44,074 | 841 | 269,490 | 263,557 | 5,933 |
| AC State Exempt | 17,080 | 17,261 | (181) | 102,480 | 103,566 | (1,086) |
| AS Sick Leave Buy-Out | 2,241 | 0 | 2,241 | 2,241 | 0 | 2,241 |
| AT Terminal Leave | 15,563 | 0 | 15,563 | 15,563 | 0 | 15,563 |
| Employee Benefits | 18,311 | 17,967 | 344 | 109,866 | 109,036 | 830 |
| BA Old Age and Survivors Insurance | 3,844 | 3,444 | 400 | 23,064 | 22,024 | 1,040 |
| BB Retirement and Pensions | 6,882 | 6,857 | 25 | 41,292 | 41,044 | 248 |
| BC Medical Aid & Industrial Insurance | 495 | 285 | 210 | 2,970 | 1,687 | 1,283 |
| BD Health, Life & Disability Insurance | 6,191 | 6,510 | (319) | 37,146 | 39,064 | (1,918) |
| BH Hospital Insurance (Medicare) | 899 | 871 | 28 | 5,394 | 5,216 | 178 |
| Goods and Other Services | 12,324 | 14,575 | (2,251) | 71,939 | 68,403 | 3,536 |
| EA Supplies and Materials | 210 | 47 | 163 | 1,260 | 752 | 508 |
| EB Communications/Telecommunications | 878 | 365 | 513 | 5,268 | 2,370 | 2,898 |
| EC Utilities | 489 | 10 | 479 | 2,934 | 1,945 | 989 |
| ED Rentals and Leases - Land & Buildings | 4,110 | 4,106 | 4 | 24,660 | 24,634 | 26 |
| EE Repairs, Alterations & Maintenance | 0 | 0 | 0 | 42 | 120 | (78) |
| EF Printing and Reproduction | 157 | 53 | 104 | 942 | 463 | 479 |
| EG Employee Prof Dev & Training | 699 | 210 | 490 | 4,194 | 3,066 | 1,128 |
| EH Rental & Leases - Furn & Equipment | 84 | 80 | 4 | 504 | 475 | 29 |
| EJ Subscriptions | 329 | 371 | (42) | 329 | 560 | (231) |
| EK Facilities and Services | 262 | 388 | (126) | 1,572 | 1,320 | 252 |
| EL Data Processing Services (Interagency) | 1,310 | 1,475 | (165) | 7,860 | 9,036 | (1,176) |
| EM Attorney General Services | 52 | 15 | 37 | 312 | 721 | (409) |
| EN Personnel Services | 0 | 41 | (41) | 0 | 812 | (812) |
| EP Insurance | 0 | 0 | 0 | 440 | 761 | (321) |
| ER Other Contractual Services | 2,412 | 2,376 | 36 | 14,472 | 14,307 | 165 |
| ES Vehicle Maintenance & Operating Cst | 126 | 59 | 67 | 126 | 90 | 36 |
| ET Audit Services | 0 | 4,979 | (4,979) | 0 | 5,314 | (5,314) |
| EW Archives & Records Management Svcs | 53 | 0 | 53 | 106 | 77 | 29 |
| EY Software Licenses and Maintenance | 1,153 | 0 | 1,153 | 6,918 | 1,577 | 5,341 |
| EZ Other Goods and Services | 0 | 0 | 0 | 0 | 3 | (3) |
| Travel | 1,355 | 2,096 | (741) | 8,130 | 15,176 | (7,046) |

| <u>Category</u> | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---|-----------------------|-----------------------|----------------------|-------------------------|--------------------------|----------------------|
| GA In-State Subsistence & Lodging | 889 | 979 | (90) | 5,334 | 8,470 | (3,136) |
| GC Private Automobile Mileage | 359 | 0 | 359 | 2,154 | 1,563 | 591 |
| GD Other Travel Expenses | 107 | 257 | (150) | 642 | 303 | 339 |
| GF Out-Of-State Subsistence & Lodging | 0 | 328 | (328) | 0 | 328 | (328) |
| GG Out-Of-State Air Transportation | 0 | 120 | (120) | 0 | 120 | (120) |
| GN Motor Pool Services | 0 | 412 | (412) | 0 | 4,392 | (4,392) |
| Capital Outlays | 0 | 573 | (573) | 0 | 3,602 | (3,602) |
| JA Noncapitalized Assets | 0 | 368 | (368) | 0 | 2,850 | (2,850) |
| JB Noncapitalized Software | 0 | 205 | (205) | 0 | 752 | (752) |
| Grants, Benefits & Client Services | 0 | 0 | 0 | 5,353,000 | 5,352,900 | 100 |
| NZ Other Grants and Benefits | 0 | 0 | 0 | 5,353,000 | 5,352,900 | 100 |
| Total Dollars | <u>111,789</u> | <u>96,546</u> | <u>15,243</u> | <u>5,932,709</u> | <u>5,916,240</u> | <u>16,469</u> |

Category

| <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|

Fund 186- County Arterial Preservation Acct Summary

| <u>Category</u> | <u>BI Allotment</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> | <u>BI Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Salaries and Wages | 818,797 | 209,550 | 216,803 | (7,253) | 601,994 |
| Employee Benefits | 260,720 | 66,318 | 67,372 | (1,054) | 193,348 |
| Goods and Other Services | 360,219 | 92,678 | 88,798 | 3,880 | 271,421 |
| Travel | 62,268 | 11,694 | 19,170 | (7,476) | 43,098 |
| Capital Outlays | 0 | 0 | 4,694 | (4,694) | (4,694) |
| Grants, Benefits & Client Services | 32,344,000 | 8,836,750 | 8,836,439 | 311 | 23,507,561 |
| Interagency Reimbursements | (21,004) | (21,004) | (20,979) | (25) | (25) |
| Sum: | 33,825,000 | 9,195,986 | 9,212,296 | (16,310) | 24,612,704 |
| Sum without Grants: | 1,481,000 | 359,236 | 375,857 | (16,621) | 1,105,143 |

| <u>Category</u> | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| Salaries and Wages | 32,345 | 31,850 | 495 | 209,550 | 216,803 | (7,253) |
| AA State Classified | 32,345 | 31,850 | 495 | 209,550 | 216,022 | (6,472) |
| AS Sick Leave Buy-Out | 0 | 0 | 0 | 0 | 0 | 0 |
| AT Terminal Leave | 0 | 0 | 0 | 0 | 780 | (780) |
| Employee Benefits | 10,149 | 9,718 | 431 | 66,318 | 67,372 | (1,054) |
| BA Old Age and Survivors Insurance | 2,005 | 1,929 | 76 | 12,990 | 13,094 | (104) |
| BB Retirement and Pensions | 3,590 | 3,561 | 29 | 23,259 | 24,151 | (892) |
| BC Medical Aid & Industrial Insurance | 473 | 165 | 308 | 2,838 | 1,187 | 1,651 |
| BD Health, Life & Disability Insurance | 3,612 | 3,612 | (0) | 24,192 | 25,878 | (1,686) |
| BH Hospital Insurance (Medicare) | 469 | 451 | 18 | 3,039 | 3,062 | (23) |
| Goods and Other Services | 15,912 | 18,907 | (2,995) | 92,678 | 88,798 | 3,880 |
| EA Supplies and Materials | 273 | 61 | 212 | 1,638 | 980 | 658 |
| EB Communications/Telecommunications | 1,142 | 476 | 666 | 6,852 | 3,088 | 3,764 |
| EC Utilities | 637 | 13 | 624 | 3,822 | 2,534 | 1,288 |
| ED Rentals and Leases - Land & Buildings | 5,352 | 5,350 | 2 | 32,112 | 32,100 | 12 |
| EE Repairs, Alterations & Maintenance | 55 | 0 | 55 | 55 | 156 | (101) |
| EF Printing and Reproduction | 205 | 70 | 135 | 1,230 | 604 | 626 |
| EG Employee Prof Dev & Training | 910 | 273 | 637 | 5,460 | 3,996 | 1,464 |
| EH Rental & Leases - Furn & Equipment | 109 | 105 | 4 | 654 | 619 | 35 |
| EJ Subscriptions | 400 | 483 | (83) | 400 | 729 | (329) |
| EK Facilities and Services | 341 | 505 | (164) | 2,046 | 1,720 | 326 |
| EL Data Processing Services (Interagency) | 1,707 | 1,922 | (215) | 10,242 | 11,775 | (1,533) |
| EM Attorney General Services | 68 | 19 | 49 | 408 | 940 | (532) |
| EN Personnel Services | 0 | 54 | (54) | 0 | 1,058 | (1,058) |
| EP Insurance | 0 | 0 | 0 | 573 | 992 | (419) |
| ER Other Contractual Services | 3,141 | 3,097 | 44 | 18,846 | 18,644 | 202 |
| ES Vehicle Maintenance & Operating Cst | 164 | 77 | 87 | 164 | 117 | 47 |
| ET Audit Services | 0 | 6,488 | (6,488) | 0 | 6,925 | (6,925) |
| EW Archives & Records Management Svcs | 68 | 0 | 68 | 136 | 100 | 36 |
| EY Software Licenses and Maintenance | 1,340 | 0 | 1,340 | 8,040 | 2,055 | 5,985 |
| EZ Other Goods and Services | 0 | (85) | 85 | 0 | (334) | 334 |
| Travel | 1,949 | 2,731 | (782) | 11,694 | 19,170 | (7,476) |

| <u>Category</u> | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|---|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| GA In-State Subsistence & Lodging | 1,350 | 1,276 | 74 | 8,100 | 10,431 | (2,331) |
| GC Private Automobile Mileage | 464 | 0 | 464 | 2,784 | 2,037 | 747 |
| GD Other Travel Expenses | 135 | 334 | (199) | 810 | 395 | 415 |
| GF Out-Of-State Subsistence & Lodging | 0 | 427 | (427) | 0 | 427 | (427) |
| GG Out-Of-State Air Transportation | 0 | 156 | (156) | 0 | 156 | (156) |
| GN Motor Pool Services | 0 | 538 | (538) | 0 | 5,724 | (5,724) |
| Capital Outlays | 0 | 747 | (747) | 0 | 4,694 | (4,694) |
| JA Noncapitalized Assets | 0 | 480 | (480) | 0 | 3,714 | (3,714) |
| JB Noncapitalized Software | 0 | 267 | (267) | 0 | 980 | (980) |
| Grants, Benefits & Client Services | 1,200,000 | 1,200,000 | 0 | 8,836,750 | 8,836,439 | 311 |
| NZ Other Grants and Benefits | 1,200,000 | 1,200,000 | 0 | 8,836,750 | 8,836,439 | 311 |
| Interagency Reimbursements | 0 | 0 | 0 | (21,004) | (20,979) | (25) |
| SA Salaries and Wages | 0 | 0 | 0 | (15,330) | (15,480) | 150 |
| SB Employee Benefits | 0 | 0 | 0 | (5,674) | (5,499) | (175) |
| Total Dollars | 1,260,355 | 1,263,953 | (3,598) | 9,195,986 | 9,212,296 | (16,310) |

State of Washington
Office of Financial Management
Two Way Fund and FTE Detail Version Compare by Fiscal Year

Agency: 406 - County Road Administration Board

12/17/15

Version: 51 - 2016 Supplemental-Gov Proposed

1:37 PM

Version: 50 - 2016 Supp Agency Request

Dollars in Thousands

| | Version: 51 | | Version: 50 | | Version: 51 | | Version: 50 | |
|--|-------------------------|--------------------|-------------------------|--------------------|-------------------------|---------------------|-------------------------|---------------------|
| | (Trans. + Omni.) | | (Trans. + Omni.) | | (Trans. + Omni.) | | (Trans. + Omni.) | |
| | Fiscal Year 1 FTEs | Fiscal Year 2 FTEs | Fiscal Year 1 FTEs | Fiscal Year 2 FTEs | Fiscal Year 1 Funds | Fiscal Year 2 Funds | Fiscal Year 1 Funds | Fiscal Year 2 Funds |
| 2015-17 Expenditure Authority | 17.2 | 17.2 | 17.2 | 17.2 | 47,520 | 47,357 | 47,520 | 47,357 |
| Current Biennium Fund Totals | 17.2 | 17.2 | 17.2 | 17.2 | | | | |
| 102-1 Rural Arterial Trust Account-State | | | | | 23,843 | 24,220 | 23,843 | 24,220 |
| 108-1 Motor Vehicle Account-State | | | | | 6,500 | 6,489 | 6,500 | 6,489 |
| 186-1 County Arterial Preservation Acct-State | | | | | 17,177 | 16,648 | 17,177 | 16,648 |
| 92D Audit Services | | | | | | | | |
| 108-1 Motor Vehicle Account-State | | | | | | 13 | | |
| 92E Legal Services | | | | | | | | |
| 108-1 Motor Vehicle Account-State | | | | | | 16 | 17 | |
| 92F Office of Chief Information Officer | | | | | | | | |
| 108-1 Motor Vehicle Account-State | | | | | | | 1 | |
| 92K DES Central Services | | | | | | | | |
| 108-1 Motor Vehicle Account-State | | | | | | 18 | 44 | |
| 92L Core Financial Systems Replacement | | | | | | | | |
| 108-1 Motor Vehicle Account-State | | | | | | | 1 | |
| 92T Time, Leave and Attendance System | | | | | | | | |
| 108-1 Motor Vehicle Account-State | | | | | | 2 | | |
| AH Increase Authority | | | | | | | | |

State of Washington
Office of Financial Management
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1:37 PM

Version: 50 - 2016 Supp Agency Request

Dollars in Thousands

| | <u>Version: 51</u> | | <u>Version: 50</u> | | <u>Version: 51</u> | | <u>Version: 50</u> | |
|--|-------------------------|--------------------|-------------------------|--------------------|-------------------------|---------------------|-------------------------|---------------------|
| | <u>(Trans. + Omni.)</u> | | <u>(Trans. + Omni.)</u> | | <u>(Trans. + Omni.)</u> | | <u>(Trans. + Omni.)</u> | |
| | Fiscal Year 1 FTEs | Fiscal Year 2 FTEs | Fiscal Year 1 FTEs | Fiscal Year 2 FTEs | Fiscal Year 1 Funds | Fiscal Year 2 Funds | Fiscal Year 1 Funds | Fiscal Year 2 Funds |
| 102-1 Rural Arterial Trust Account-State | | | | | | | 4,500 | 4,500 |
| G06 State Public Employee Benefits Rate | | | | | (9) | 4 | | |
| 102-1 Rural Arterial Trust Account-State | | | | | (2) | 1 | | |
| 108-1 Motor Vehicle Account-State | | | | | (5) | 2 | | |
| 186-1 County Arterial Preservation Acct-State | | | | | (2) | 1 | | |
| GL9 General Wage Incr-State Employees | | | | | 51 | 86 | | |
| 102-1 Rural Arterial Trust Account-State | | | | | 12 | 20 | | |
| 108-1 Motor Vehicle Account-State | | | | | 25 | 42 | | |
| 186-1 County Arterial Preservation Acct-State | | | | | 14 | 24 | | |
| Total Maintenance Level | | | | | 47,611 | 47,510 | 52,020 | 51,857 |
| % Change from Current Biennium | | | | | 0.2% | 0.3% | 9.5 % | 9.5 % |
| AH Increase Authority | | | | | | | | |
| 102-1 Rural Arterial Trust Account-State | | | | | 4,500 | 4,500 | | |
| 2015-17 Total Proposed Budget | | | | | 52,111 | 52,010 | 52,020 | 51,857 |
| % Change from Current Biennium | | | | | 9.7% | 9.8% | 9.5 % | 9.5 % |
| 2015-17 Budget Fund Summary Totals | 17.2 | 17.2 | 17.2 | 17.2 | | | | |
| 102-1 Rural Arterial Trust Account-State | | | | | 28,353 | 28,741 | 28,343 | 28,720 |
| 108-1 Motor Vehicle Account-State | | | | | 6,569 | 6,596 | 6,500 | 6,489 |

State of Washington
Office of Financial Management
Two Way Fund and FTE Detail Version Compare by Fiscal Year

Agency: 406 - County Road Administration Board

12/17/15

Version: 51 - 2016 Supplemental-Gov Proposed

1:37 PM

Version: 50 - 2016 Supp Agency Request

Dollars in Thousands

| <u>Version: 51 (Trans. + Omni.)</u> | | <u>Version: 50 (Trans. + Omni.)</u> | | <u>Version: 51 (Trans. + Omni.)</u> | | <u>Version: 50 (Trans. + Omni.)</u> | |
|---|--------|---|--------|---|-------------|---|-------------|
| Fiscal | Fiscal | Fiscal | Fiscal | Fiscal Year | Fiscal Year | Fiscal Year | Fiscal Year |
| Year 1 | Year 2 | Year 1 | Year 2 | 1 Funds | 2 Funds | 1 Funds | 2 Funds |
| FTEs | FTEs | FTEs | FTEs | | | | |

186-1 County Arterial Preservation Acct-State

| | | | |
|--------|--------|--------|--------|
| 17,189 | 16,673 | 17,177 | 16,648 |
|--------|--------|--------|--------|

AH Increase Authority

The Rural Arterial Trust Account (102-1) was established to programmatically address construction and reconstruction needs that exist within the federally designated rural areas of Washington's counties. It is a statutorily recognized portion of the counties' share of the motor vehicle fuel tax distribution.

State of Washington
Office of Financial Management
Two Way Fund and FTE Detail Version Compare by Fiscal Year

Agency: 406 - County Road Administration Board

12/17/15

Version: 51 - 2016 Supplemental-Gov Proposed

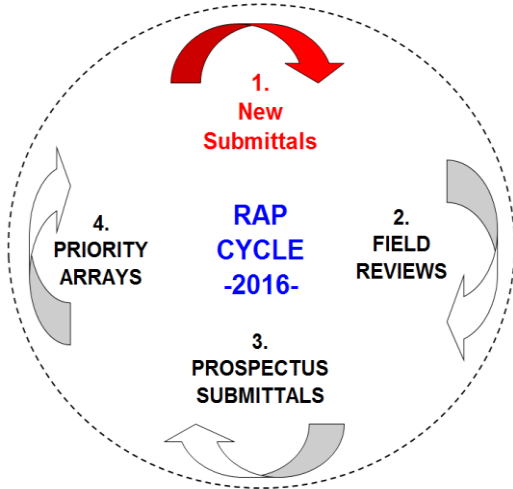
1:37 PM

Version: 50 - 2016 Supp Agency Request

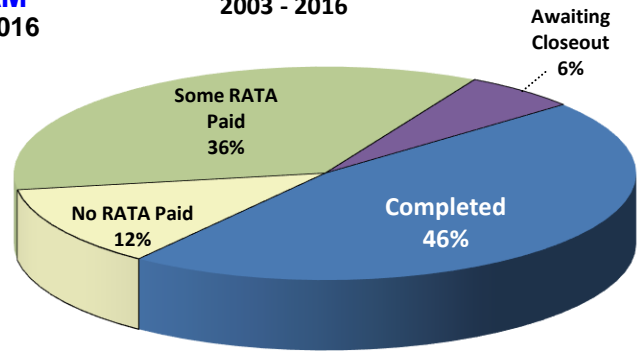
Dollars in Thousands

| <u>Parameter</u> | <u>Entered As</u> |
|-------------------------|-------------------|
| Biennium | 2015-17 |
| Agency | 406 |
| Version 1 | 51 |
| Version 1 Option | B |
| Version 2 | 50 |
| Version 2 Option | B |
| Program | |
| Sub Program | |
| Without Codes | N |
| Include Supporting Text | Y |

RURAL ARTERIAL PROGRAM JANUARY, 2016



**Projects Funded
2003 - 2016**



PROJECT STATUS:

| Billing Phase | (Two Biennia) | | | | | | Current | TOTAL |
|--------------------------|---------------|---------|---------|---------|---------|---------|---------|-------|
| | '83-'03 | '03-'05 | '05-'07 | '07-'09 | '09-'13 | '13-'15 | '15-'17 | |
| Completed | 886 | 42 | 26 | 38 | 23 | 6 | 1 | 1022 |
| Awaiting Closeout | | 2 | | 1 | 3 | 6 | | 12 |
| Some RATA paid | 1 | | 2 | 5 | 18 | 36 | 11 | 73 |
| No RATA Paid | | | | | | 2 | 23 | 25 |
| TOTAL | 887 | 44 | 28 | 44 | 44 | 50 | 35 | 1132 |

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 | 39,531,400 |
| Total estimated revenue | 561,582,474 |

RAP Expenditures to date:

| | |
|---|--------------------|
| To Completed Projects | 471,526,427 |
| To Projects in Design or Under Construction | 32,308,312 |
| Administration | 10,011,712 |
| Total RATA spent | 513,846,451 |

RAP Obligations:

| | |
|---|--------------------|
| RATA Balance on Active Projects | 106,151,897 |
| RATA \$ yet to allocate to Partially funded projects - \$19,784,889 | 19,784,889 |
| Estimated remaining administration through 2015- 2017 biennium | 846,000 |
| Total RATA obligated | 126,782,786 |

QTR 4 - 2015 RATA ACTIVITY:

| MONTH | BEGINNING BALANCE | MVFT REVENUE | INTEREST + Cash Rcpts | PROJECT PAYMENTS | # | ADMIN CHARGES | ENDING BALANCE |
|----------------|-------------------|----------------|-----------------------|------------------|----|---------------|-----------------|
| October | \$17,316,336.71 | \$1,730,786.38 | \$5,810.11 | (3,957,165.71) | 24 | (40,115.78) | \$15,055,651.71 |
| November | \$15,055,651.71 | \$1,601,993.84 | \$3,155.11 | (1,257,844.89) | 20 | (39,803.01) | \$15,363,152.76 |
| December | \$15,363,152.76 | \$1,664,202.00 | \$3,429.19 | (1,376,088.00) | 33 | (4,050.74) | \$15,650,645.21 |
| TOTALS: | | \$4,996,982.22 | \$12,394.41 | (6,591,098.60) | 77 | (83,969.53) | |

Projects facing **design lapsing** in April, 2016

| <u>County</u> | <u>Road Name</u> | <u>BMP</u> | <u>EMP</u> | <u>Date</u> | <u>Design</u> |
|---------------|---------------------------------------|------------|------------|-----------------|---------------------|
| | | | | <u>Approved</u> | <u>Lapsing Date</u> |
| Adams | Cunningham | 4.77 | 8.39 | 4/16/2015 | 4/16/2016 |
| Clallam | Dry Creek Road | 0.10 | 0.68 | 4/16/2015 | 4/16/2016 |
| Douglas | Douglas North Road | 2.91 | 5.81 | 4/16/2015 | 4/16/2016 |
| Ferry | Boulder Creek Sec. 1 | 0.00 | 2.75 | 4/16/2015 | 4/16/2016 |
| Grant | 4-NE (Hiawatha to Westshore Dr.) | 5.03 | 9.45 | 4/16/2015 | 4/16/2016 |
| Grant | 4-NE (N-NE to L-NE) | 0.00 | 2.01 | 4/16/2015 | 4/16/2016 |
| Grant | 9-NW (Quincy City Limits to Adams Rd) | 4.47 | 7.98 | 4/16/2015 | 4/16/2016 |
| Grays Harbor | Garrard Creek Road Realignment | 3.10 | 3.60 | 4/16/2015 | 4/16/2016 |
| Jefferson | South Discovery Road Pavement Pres. | 3.20 | 4.56 | 4/16/2015 | 4/16/2016 |
| Kittitas | No. 6 Road Bridge #79051 | 0.63 | 0.64 | 4/16/2015 | 4/16/2016 |
| Kittitas | Westside Road | 2.19 | 4.12 | 4/16/2015 | 4/16/2016 |
| Klickitat | Courtney | 3.00 | 4.69 | 4/16/2015 | 4/16/2016 |
| Mason | Highland Culvert | 1.40 | 1.50 | 4/16/2015 | 4/16/2016 |
| Mason | Shelton-Matlock Culvert | 8.00 | 8.10 | 4/16/2015 | 4/16/2016 |
| Okanogan | Highway 7 | 5.32 | 6.63 | 4/16/2015 | 4/16/2016 |
| Pacific | Parpala Road | 6.17 | 6.42 | 4/16/2015 | 4/16/2016 |
| Skagit | FRANCIS ROAD | 5.05 | 5.66 | 4/16/2015 | 4/16/2016 |
| Stevens | Addy Gifford | 0.00 | 8.04 | 4/16/2015 | 4/16/2016 |
| Thurston | Vail Road SE | 1.76 | 3.27 | 4/16/2015 | 4/16/2016 |
| Wahkiakum | Clear Creek Fish Passage | 6.51 | 6.54 | 4/16/2015 | 4/16/2016 |
| Wahkiakum | Columbia Street Overlay, Segment 1 | 0.00 | 0.36 | 4/16/2015 | 4/16/2016 |
| Wahkiakum | Elochoman Valley Road - 2R | 5.40 | 6.10 | 4/16/2015 | 4/16/2016 |

Projects facing **construction lapsing** in March and April, 2016

| <u>County</u> | <u>Road Name</u> | <u>BMP</u> | <u>EMP</u> | <u>Date</u> | <u>Const.</u> |
|---------------|---------------------------|------------|------------|-----------------|---------------------|
| | | | | <u>Approved</u> | <u>Lapsing Date</u> |
| Kitsap | GLENWOOD ROAD 2 | 3.35 | 4.40 | 3/26/2010 | 3/26/2016 |
| Lewis | CENTRALIA - ALPHA | 10.60 | 12.30 | 3/26/2010 | 3/26/2016 |
| Whitman | ALMOTA ROAD 4 | 7.96 | 11.56 | 3/26/2010 | 3/26/2016 |
| Island | BOON ROAD - 1 | 0.73 | 1.54 | 4/19/2007 | 4/19/2016 |
| King | WEST SNOQUALMIE VALLEY RD | 3.78 | 4.94 | 4/16/2009 | 4/16/2016 |
| Yakima | NORTH MEYERS ROAD BR #502 | 2.81 | 2.83 | 4/19/2007 | 4/19/2016 |

County Road Administration Board – January 21, 2016

Regional RAP meetings update

Regional meetings were held November through December, 2015, in NE, NW, PS and SW RAP Regions. The SE Region meeting is rescheduled to January 29, 2016 due to a weather cancellation of its' December meeting.

Staff notified the regions that the CRABoard elected to have a call for new projects for the '17 – '19 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 also reviewed the various funding sources available through RATA, CAPA, MVA, and Multi-Modal accounts per the 2015 state legislature.

Systemic Safety tool in Mobility was also highlighted.

NE Region:

- The engineers adopted a revision to the 3R and RC rating methods, discarding the logarithmic curve formula used in the past. The engineers also agreed to allow short span bridges (< 20 ft long and not eligible for federal funding) to be submitted in this call for projects.

NW Region:

- The region will be submitted only 2R and 3R (rehabilitation) projects. For 2R (paving) projects, the group adjusted more points toward structural condition rating.

PS Region:

- This region applies for all funding types available through RAP. With \$10.5 Million RATA funding currently obligated to current projects (the highest ever for PS), staff stressed the importance of spending plans and project development updates. The counties updated their project schedules.

SW Region:

- The region will be submitting RC, 3R, 2R and DR projects during the new call. No bridges or intersections

Derek Pohle and Bob Moorhead also 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**

- 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 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 \$3,272,780 deposited to the RATA for November and December 2015, be apportioned to the regions by their 2015 - 2017 biennium regional percentages after setting aside \$80,750 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. | | 80,750 | 201,875 | 10,988,815 | 11,190,690 |
| NORTHEAST | 43.77% | 1,397,152 | 3,653,437 | 218,444,246 | 222,097,682 |
| NORTHWEST | 10.89% | 347,612 | 908,977 | 58,510,781 | 59,419,758 |
| PUGET SOUND | 6.82% | 217,696 | 569,258 | 37,001,227 | 37,570,485 |
| SOUTHEAST | 23.62% | 753,958 | 1,971,537 | 120,553,549 | 122,525,086 |
| SOUTHWEST | <u>14.90%</u> | <u>475,612</u> | <u>1,243,688</u> | <u>76,552,456</u> | <u>77,796,144</u> |
| TOTAL | 100.00% | 3,272,780 | 8,548,772 | 522,051,074 | 530,599,846 |

Adopted by the CRABoard on January 21, 2016

 Chair's Signature

 ATTEST

Project Actions Taken by CRAB Staff – Quarter 4, 2014

I. Mason County, Cloquallum Road - RAP Project 2305-01 – Scope reduction:

Mason County, per their letter dated January 7, 2016 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.

Summary:

- Eliminate widening and paving improvements at the west 0.25 miles of the project.
- Reduce 1-mile-long project by 0.25 miles to 0.75 miles
- Increase design speed from 40 mph to 50 mph, to realign the existing unsafe horizontal curve.
- Increase proposed roadway width from 28 feet to 34 feet.
- 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 reflective of the above changes.

II. Spokane County, repayment of \$1,500,000 RATA funds used on Bigelow Gulch 3, project #3203-01:

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 (per July 16, 2015 CRABoard meeting minutes) 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 CRABoard to re-address the project needs.

III. Spokane County, Forker Road time extension request:

Spokane County, per their letter dated January 11, 2016 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.

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 March 26, 2018.

IV. Lewis County, withdrawal of Centralia Alpha Road, Project # 2110-01 from RATA funding:

Per Lewis County commissioner letter dated January 11, 2016, the county has withdrawn Centralia Alpha Road from RATA funding. The county cited the need to reallocate their Federal STP funding, previously committed to Centralia Alpha Road, 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.

III. Spokane County's Forker Road, time extension request:

Spokane County, per their letter dated January 11, 2016 requested a two-year extension of the lapsing date for their Forker Road project, from March 26, 2016 to March 26, 2018.

Multiple county projects have impacted timing of South Touchet construction:

The right of way review was extended, and delayed at one point, involving WSDOT and FHWA processes.

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 March 26, 2018.

IV. Lewis County, withdrawal of Centralia Alpha Road, Project # 2110-01 from RATA funding:

Per Lewis County Commissioner letter dated January 11, 2016, the county has withdrawn Centralia Alpha Road from RATA funding. The county cited the need to reallocate their Federal STP funding, previously committed to Centralia Alpha Road, 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.

January 2016 CRABoard Meeting

Deputy Director's Report

County Engineer Changes since October 2015

1. By letter on November 9, 2015, Wahkiakum County appointed Paul Lacy, PE, as County Engineer, effective September 21, 2015, after the resignation of County Engineer Peter Ringen, PE.
2. 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.
3. By email on January 12, 2016, Kittitas County appointed Mark Cook, PE, as Interim Acting County Engineer, effective January 8, 2016, after the resignation of County Engineer Doug D'Hondt, PE.

County Visits completed since October 2015

There were numerous contacts with County Engineers in various venues.

County Audit Reports reviewed since October 2015

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:

2014 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> |
|-----------------|---------------------------|-----------------------|--------------------------|----------------------|------------------|----------------|------------------|---------------|
| 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 |

Other Activities and Visits since October 2015

| | | |
|----------------|---|-------------|
| 3-5 November | Road Design Conference | Chelan |
| 17-20 November | WSAC Fall Conference | Stevenson |
| 18 November | NACE 2016 Planning Meeting | Stevenson |
| 21 November | County Road Information for Commissioners | Stevenson |
| 8-10 December | County Engineer Training | CRAB Office |
| 14 December | CRAB CLAS Records Meeting | CRAB Office |
| 17 December | WSACE/CRAB Motor/Freight Study Meeting | CRAB Office |
| 7 January | SAO Audit Entrance Meeting | CRAB Office |
| 8 January | Gov't UAV User Group | Olympia |
| 8 January | Traffic Law Enforcement WAC Meeting | CRAB Office |
| 11 January | 2016 Session of 64th Legislature begins | Olympia |
| 19 January | SACS Quarterly Budget Meeting | CRAB Office |

Proposed New Standard of Good Practice

WAC 136-25 – Traffic Law Enforcement Expenditures

136-25-010

Purpose and authority.

RCW [36.79.140](#) sets forth the conditions under which counties are eligible to receive funds from the rural arterial trust account (RATA). WAC [136-150](#) describes how the RATA provisions will be implemented by the county road administration board. This chapter is specific to [WAC 136-150-020, 021, 022, and 030](#) relating to road levy, road levy diversion, and traffic law enforcement.

136-25-020

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](#).

136-25-030

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 ~~at the request of the county engineer or in cooperation with the WTSC or WSP;~~
5. facilitating the removal of abandoned vehicles from the county road and rights-of-way ~~at the request of the county engineer;~~
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 ~~at the request of the county engineer;~~
8. sign damage investigation and enforcement ~~at the request of the county engineer;~~
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, typically at the request of the county engineer;
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.

136-25-040

Compliance and documentation.

The certification required by [WAC 136-150-022](#) shall be on a form provided by the County Road Administration Board. Each county sheriff 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](#).

136-25-050

Agreements.

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.

Yellow highlights are proposed language edits resulting from the workshop with the Sheriffs Association.

Proposed RAP WAC Amendments Regarding Traffic Law Enforcement Expenditures

(added or new language)

Amend 136-150-022 to read as follows:

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 sheriff shall maintain records of actual 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.

Yellow highlights are proposed language edits resulting from the workshop with the Sheriffs Association.

January 2016 -- CRABoard

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

County Visits

Wahkiakum – 11/16

Other meetings and activities

NACE 2016 conference planning (conference calls) –
11/12, 11/13, 11/17, 11/24, 11/25, 11/30, 12/11, 12/18, 1/7, 1/12, 1/13
NW Region RAP meeting (LaConner) – 11/4
WSAC Fall Conference (Skamania Lodge) – 11/17-20
Joint Pierce, Skagit, & Whatcom ferry operations related meeting (Bellingham) – 12/4
WHUF Legislative briefing – 1/13

County Engineer Desk Manual

January 2016 update to the CE/PWD Desk Manual will be released the first week of February.

Office of the County Engineer Training

Customized training presented Nov 20 (Skamania Lodge) at the conclusion of the WSAC conference, with 7 participants representing 6 counties

3-day Training held on Dec 8-10, at CRAB, with 12 participants, representing 8 counties

Question: In addition to county Public Works staff, should CRAB be proactive in creating training opportunities for WSAC members? WACO members?

COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT

Prepared by Derek Pohle, PE

Reporting Period: November 2015 thru January 2016

STANDARDS OF GOOD PRACTICE

Vacancy in Position of County Engineer:

Kittitas County – Doug D'Hondt, PE gave his notice of resignation to the BOCC effective January 8, 2016. The County informed the CRABoard of the vacancy on January 13, 2016 in accordance with WAC 136. The county has named Public Works Director Mark Cook, PE, as the interim County Engineer while the county recruits for a new County Engineer.

County Audits – For Fiscal Year 2015

Since the last CRABoard meeting there have been no county audit Findings regarding compliance issues.

December 31, 2014 Submittal Requirements

Annual Construction Program, Six Year Transportation Improvement Program, CAPP program, PMS Certification, Road Fund Budget Summary, Maintenance Management Work Plan and Budget, County Engineer's Certification Form.

All the above forms and reports required to be submitted to CRAB by December 31, 2015 in order to maintain the Standards of Good Practice have been submitted on time by 38 of the 39 counties. A few of the 39 counties failed to submit required supporting documents by the deadline and were contacted by Toni Cox and promptly submitted the missing information.

Cooperative Procedures for Processing of County Road Accident Reports

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 31st of each calendar year. For 2015, 35 of 39 counties were compliant as required with the 4 remaining counties becoming compliant by 1/15/16.

Proposed New Standard of Good Practice – TLE Expenditures

At the October 2015 CRABoard meeting, the Board postponed a vote on the proposed new standard of good practice regarding traffic law enforcement expenditures and the accompanying RAP eligibility WAC amendment and instructed staff to engage the Sheriff's

organization in a workshop to discuss specific issues they have with the proposed language. The workshop conducted on January 8, 2016 included the following attendees:

| | |
|-------------------------------------|---------------------------|
| Yakima County Sheriff Brian Winter | Walt Olsen, PE, CRAB |
| Lewis County Sheriff Robert Snaza | Derek Pohle, PE, CRAB |
| WACO Exec. Director Scott Blonien | Mark Storey, PE, CRABoard |
| Commissioner Rob Coffman, CRABoard | |
| Commissioner Bill Schulte, CRABoard | |

The workshop was productive as both groups worked through understanding each other's issues. It was determined by CRAB staff during and after discussion that there were some areas within the proposed language where added flexibility and less specificity was warranted. Please find attached to this report staff's proposed edits to the original proposed language.

Staff recommends the CRABoard accept the proposed edits to the original proposed language to WAC 136-25 Traffic Law Enforcement Expenditures and WAC 136-150-022 and set a public hearing date and time for the next CRABoard meeting on April 14, 2016.

OTHER ACTIVITIES OF THE C&DA MANAGER

- SW, NE, SE, NW, Regional RAP meetings.
- WSAC/WSACE County Leaders conference, Stevenson, WA. Trainer for Commissioners/Council Members CRAB/Road Fund/County Engineer training.
- County Engineers Training Dec 8-10, trainer.
- Significant progress made with TS staff on the Webitizing project for the annual submittals forms.
- Traffic law enforcement expenditures workshop with Sheriffs.
- Review of all required December 31, 2014 report submittals.

Maintenance Manager's Report

Prepared by Bob Moorhead

January 21, 2016

November 2015 – January 2016

County Meetings

November 3: Spokane County Gravel Roads Meeting

December 14: Kitsap County RAP File & Field Reviews and Maintenance Meeting

Other Meetings

November 5: Northwest Region RAP Meeting, Mount Vernon

November 17-19: WSACE Fall Conference, Stevenson

December 2: Northeast Region RAP Meeting, Ephrata

December 3: Southeast Region RAP Meeting, Pasco **Cancelled due to road conditions**

December 8: Traffic Safety Commission "Target Zero" meeting, Grand Mound

December 16: Southwest Region RAP Meeting, Chehalis

December 17: Puget Sound Region RAP Meeting, Seattle

January 6: APWA History Committee Meeting, Issaquah

Gravel Roads Study

The visits to 16 individual counties were completed on November 3rd. 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 gravel roads and of BST roads will close January 29th. The preparation of the final report is underway, and will be presented to at the next CRAB Board Meeting on April 14-15, 2016.

CRAB Training November 2015 – January 2016

| Date | Subject | Location | Participants | Counties Represented |
|----------------|------------------------|----------------------------------|--------------|----------------------|
| November 3-5 | Road Design Conference | Chelan | 90 | 21 |
| November 18-19 | Mobility | CRAB Offices | 8 | 3 |
| November 20 | Introduction to CRAB | WSAC/WSACE Conference, Stevenson | 7 | 6 |
| December 2 | Mobility | CRAB Offices | 10 | 1 |
| December 8-10 | County Engineer | CRAB Offices | 12 | 8 |
| January 13 | Sign Rate | Douglas County | 5 | 1 |

Future Training Schedule January – May 2016

| Date | Subject | Location | Registration Deadline |
|----------------|-----------------|--------------|-----------------------|
| February 17-18 | Mobility | Benton Co. | February 12, 2016 |
| May 17-19 | County Engineer | CRAB Offices | May 13, 2016 |