



AGENDA

County Road Administration Board
January 26-27, 2017
CRAB Office - Olympia, Washington

Thursday
1:00 PM

1 Call to Order

2 Vice Chair's Report - Brian Stacy, PE

- A. Approve January 26-27, 2017 Agenda
- B. Approve Minutes of October 27-28, 2016 CRABoard Mtg
- C. Elect New Second Vice-Chair

Action	Enclosure
Action	Enclosure
Action	Enclosure

3 Executive Director's Report - Jay Weber

- A. 2016 Annual Report
- B. Current Budget Status
- C. Supplemental Budget 2015-17 and 2017-19 Proposal

Info	Enclosure
Info	Enclosure
Info	Enclosure

4 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Regional Meetings Update
- C. Resolution 2017-001 - Apportion RATA Funds to Regions
- D. Project Request Actions Taken by Staff
- E. Potential Allocation of RATA Funds

Info	Enclosure
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

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure

6 Proposed WAC Changes - Derek Pohle, PE

Request for Public Hearing - April 27, 2017

Action	Enclosure
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7 Staff Reports

- A. 1. Intergovernmental Policy - Jeff Monsen, PE
- 2. 2019-2021 County Ferry Capital Improvement Program
- B. Compliance - Derek Pohle, PE

Info	Enclosure
Info	Enclosure
Info	Enclosure

RECESS 6:00PM - Dinner at Olive Garden

Friday
8:30 AM

8 Call to Order

9 NEOGOV Presentation - Angie Anderson & Ashley Harris, DES

Info	
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10 Board Work Session - Executive Director's Recruitment

Info	Enclosure
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ADJOURN

Chair: _____

Attest: _____

Minutes
County Road Administration Board
October 27-28, 2016
CRAB Office – Olympia, Washington

Members Present: Drew Woods, PE, Columbia County Engineer, Second Vice-Chair
 Rob Coffman, Lincoln County Commissioner
 Lisa Janicki, Skagit County Council Member
 Al French, Spokane County Commissioner
 Mark Storey, PE, Whitman County Engineer

Members Absent: Dale Snyder, Douglas County Commissioner, Chair
 Brian Stacy, PE, Pierce County Engineer, Vice-Chair
 Kathy Lambert, King County Council Member
 Bill Schulte, Lewis County Commissioner

Staff Present: Jay Weber, Executive Director
 Walt Olsen, PE, Deputy Director
 Jeff Monsen, PE, Intergovernmental Policy Manager
 Derek Pohle, PE, Compliance & Data Analysis Manager
 Randy Hart, PE, Grant Programs Manager
 Rhonda Mayner, Secretary

Guests: Ray Campbell, Okanogan County Commissioner
October 27, 2016 only

CALL TO ORDER

Second Vice-Chair Woods called the meeting to order at 11:00 am.

SECOND VICE-CHAIR'S REPORT

Approve Agenda for the October 27-38, 2016 Meeting

Mr. Weber noted Commissioner Campbell's presence, and asked that an update on the Okanogan County road log issue be put on the agenda following Mr. Hart's reports. Commissioner Coffman moved and Commissioner French seconded to approve the agenda as amended. **Motion passed unanimously.**

Approve Minutes of July 28-29, 2016 CRABoard Meeting

Mr. Storey moved and Commissioner Janicki seconded to approve the minutes of the July 28-29, 2016 CRABoard meeting as presented. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the RAP status report. There are 91 projects currently being funded,

and 17 newly-approved projects with no RATA paid to date. CRAB has total anticipated revenue of \$562,386,379 through the 2015-17 biennium. \$527,421,397 has been expended to date. There are outstanding obligations of \$127,413,328.

Resolution 2016-009 – Correction to Resolution 2016-008 - Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2016-009 – Correction to Resolution 2016-008 - Apportion RATA Funds to Regions. Mr. Hart noted that Resolution 2016-008, approved by the CRABoard on July 28, 2016, listed the estimated amount for June 2016 and not the actual amount deposited. The corrected resolution approves that the revised amount of \$5,004,482 deposited to the RATA for April, May and June 2016 be apportioned to the regions by the established 2015-17 biennium regional percentages after setting aside \$121,125 for administration.

Mr. Storey moved and Commissioner Coffman seconded to approve Resolution 2016-009 – Correct Resolution 2016-008 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2016-010 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2016-010 – Apportion RATA Funds to Regions, which approves that the accrued amount of \$5,000,731 now credited to RATA for July, August and September 2016 be apportioned to the regions by the established 2015-17 biennium regional percentages after setting aside \$121,125 for administration.

Mr. Storey moved and Commissioner French seconded to approve Resolution 2016-010, Apportion RATA Funds to Regions. **Motion carried unanimously.**

Review 2017-19 Project Arrays

Mr. Hart presented the proposed priority array for the 2017-19 biennium. He noted that all counties except King, Pend Oreille, and Walla Walla, who have large and/or partially funded active projects, submitted proposals by March 1, 2016 through RAP Online. Staff reviewed 124 projects in the spring of 2016 and 54 final prospectuses were submitted, requesting a total of \$64,673,922. Thirty-four partially-funded projects were placed at the top of the new arrays showing funds gained in the previous biennium and funds yet to be allocated. A total of 88 projects are on the proposed array. He reported that the estimated revenue for the 2015-17 biennium is \$42 Million, which includes interest accrued and turned-back funds.

Project Request Actions Taken by CRAB Staff

Mr. Hart reported that Clark County had requested an increase in RATA funding of \$117,975 for their Blair Road project to upgrade approach guardrail on Blair Zeek Bridge, which was below standards but was not included in the original prospectus; and to address a slide condition adjacent to the road that the county did not consider at the time of prospectus submittal. They also asked for a modification to the scope of work, removing their commitment to protect non-mailbox hazards from 19 to nine total. Also,

five utility poles they had committed to moving away from the roadway would remain in place and be protected by guardrail.

After field review, staff found the items for increase did not meet the “unforeseeable and extraordinary” criteria required for CRAB support of an increase in RATA funding.

In follow-up discussions with CRAB staff, the county decided to withdraw the request for additional funding but still propose the scope change. The items of the scope change were found to be minor and incidental to the original scope of work. After review of these issues with the CRAB Director, the scope change was approved and a contract amendment was offered.

OKANOGAN COUNTY ROAD LOG

Mr. Weber introduced Commissioner Campbell, who brought a response to the letter sent by staff to the county regarding the need to reconcile their road log. Commissioner Campbell reported that substantial progress has been and that the county’s ultimate goal is to have a county road log that accurately lists the roads they have a legitimate claim to. He noted that they have estimated 112 miles of roads that may potentially be added to the system and 87 miles that may be removed, so it will take some time before they have completed all the necessary steps to achieve their final objective. He reported that the county will be ready to submit those changes that have been properly completed to their road log by December 31, 2016.

Second Vice-Chair Woods called for a recess for light refreshments.

Second Vice-Chair Woods called the meeting back to order at 12:47 pm.

DIRECTOR’S REPORT

Director’s Activities

Mr. Weber reported on his recent activities.

2017 Meeting Schedule

Mr. Weber presented possible dates for the 2017 CRABoard meeting schedule. Following discussion, Mr. Storey moved and Commissioner French seconded to set the 2017 CRABoard Meeting dates as January 26-27, April 27-28, and October 26-27 in Olympia; and August 10 in Wenatchee. **Motion passed unanimously.**

Approve Annual Certification Form

Mr. Weber noted the usual date changes. Mr. Olsen reported that all annual forms are being made electronic, and will be filled out and submitted online in the near future. Mr. Pohle noted that another form will be added in 2018 that will include the marine navigation and moorage reporting requirements.

Commissioner French moved and Commissioner Janicki seconded to approve the 2017

Annual Certification Form. **Motion passed unanimously.**

Current Budget Status

Mr. Weber noted a few negative variances on individual line items, which will continue to decrease as we proceed through the biennium. The agency is in strong fiscal condition.

2017-19 Budget Submittal

Mr. Weber informed the Board that the 2017-19 budget request has been submitted to the Office of Financial Management. It generally maintains current budget levels with inflation factors. A request has been made for approximately \$40,000 in additional appropriations to help offset the costs of recent and future employee retirement buyouts. He noted that in the future, the agency's servers will be required to be moved to WaTech in their building and maintained by them. This will increase the agency's operating costs.

Second Vice-Chair Woods asked about the future of the Road Design Conference. Mr. Weber reported that the conference will continue, but the Road Design Association will be dissolved and some of the details will change, the major one being that there will be no registration fee and no meals will be provided with the conference. The net cost to the counties will differ very little. CRAB staff will continue to organize the conference and will encourage the participating vendors to host the various events.

Second Vice-Chair Woods called for a brief recess.

WORK SESSION

Mr. Weber presented a suggested timeline for the Executive Director recruitment. His last day will be September 1, 2017.

Ms. Pendleton noted that the Board will need to adopt a position description and set a date to go to advertisement at the January 2017 Board meeting. Mr. Weber suggested that the Board authorize the state personnel department to screen the applications and eliminate those that do not meet the minimum qualifications. Ms. Pendleton will demonstrate the online set-up of the position posting at a work session during the January 2017 Board meeting.

Second Vice-Chair Woods recessed the meeting at 2:57 pm.

**County Road Administration Board
Friday, October 28, 2016**

CALL TO ORDER

Second Vice-Chair Woods called the meeting to order at 8:32 am.

Ms. Pendleton presented an outline of topics for the work session on the Executive Director Recruitment planned for the January 2017 CRABoard meeting. The Board approved the content.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen reported no changes since July 2016.

County Visits

One official visit was made to Clark County since July 2016. 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 staff procedures to satisfy the SAO.

CRAB has reviewed 53 audit reports representing 33 counties since the July 2016 Board Meeting. Twelve audits contained a total of 15 findings issued and 15 prior findings updated. One new finding and two previous findings involved County Road Funds in some form. Any audits with a number in the "Co. Rd?" column reveal substantive findings involving County Road Funds.

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1017743	Cowlitz County	Accountability	01/01/2015 to 12/31/2015	10/20/2016				
1017667	King County	Financial and Federal	01/01/2015 to 12/31/2015	9/30/2016	2	NCR	1	NCR
1017489	Pacific County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016	1	NCR		
1017552	Okanogan County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016			1	NCR
1017569	Lewis County	Accountability	01/01/2015 to 12/31/2015	9/29/2016				
1017572	Lewis County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017587	Franklin County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017600	Pierce County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017601	Kittitas County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016			1	NCR
1017611	Douglas County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017612	Cowlitz County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017613	Stevens County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016			1	NCR
1017621	Mason County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016	2	NCR	1	CR-FC
1017638	Clallam County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016				
1017639	Clallam County	Accountability	01/01/2015 to 12/31/2015	9/29/2016				
1017651	Skamania County	Accountability	01/01/2014 to 12/31/2015	9/29/2016				
1017673	Skamania County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016			1	NCR
1017679	Island County	Financial and Federal	01/01/2015 to 12/31/2015	9/29/2016	1	NCR		
1017427	Spokane County	Attestation Engagements	07/01/2014 to 06/30/2015	9/26/2016	1	NCR		
1017516	Pend Oreille County	Accountability	01/01/2015 to 12/31/2015	9/26/2016				
1017530	Jefferson County	Financial and Federal	01/01/2015 to 12/31/2015	9/26/2016	1	NCR		
1017533	Ferry County	Financial and Federal	01/01/2015 to 12/31/2015	9/26/2016			1	NCR
1017534	Ferry County	Accountability	01/01/2014 to 12/31/2015	9/26/2016				
1017551	Spokane County	Financial and Federal	01/01/2015 to 12/31/2015	9/26/2016			1	NCR
1017560	Pend Oreille County	Financial and Federal	01/01/2015 to 12/31/2015	9/26/2016				
1017520	Grays Harbor County	Financial and Federal	01/01/2015 to 12/31/2015	9/22/2016				
1017521	Grays Harbor County	Accountability	01/01/2015 to 12/31/2015	9/22/2016	1	NCR		
1012226	Kitsap County	Financial and Federal	01/01/2013 to 12/31/2013	9/19/2016	1	NCR		
1017430	Columbia County	Financial and Federal	01/01/2015 to 12/31/2015	9/19/2016				
1017436	Walla Walla County	Financial and Federal	01/01/2015 to 12/31/2015	9/19/2016				
1017479	Mason County	Attestation Engagements	07/01/2014 to 06/30/2015	9/19/2016	1	NCR		
1017494	Wahkiakum County	Financial and Federal	01/01/2015 to 12/31/2015	9/19/2016				
1017411	San Juan County	Accountability	01/01/2015 to 12/31/2015	9/15/2016				
1017459	San Juan County	Financial and Federal	01/01/2015 to 12/31/2015	9/15/2016	1	NCR		
1017299	Benton County	Financial and Federal	01/01/2015 to 12/31/2015	9/8/2016				
1017349	Whatcom County	Financial and Federal	01/01/2015 to 12/31/2015	9/6/2016				
1017350	Whatcom County	Accountability	01/01/2015 to 12/31/2015	9/6/2016				
1017403	Pierce County	CAFR	01/01/2015 to 12/31/2015	8/29/2016				
1017087	Skagit County	Financial and Federal	01/01/2015 to 12/31/2015	8/25/2016	1	NCR		
1017216	Skagit County	Accountability	01/01/2015 to 12/31/2015	8/25/2016				
1017303	Klickitat County	Accountability	01/01/2015 to 12/31/2015	8/25/2016				
1017304	Klickitat County	Financial and Federal	01/01/2015 to 12/31/2015	8/25/2016			1	CR-FC
1017181	Chelan County	Financial and Federal	01/01/2015 to 12/31/2015	8/22/2016			3	NCR
1017184	Chelan County	Accountability	01/01/2015 to 12/31/2015	8/22/2016				
1017220	Clark County	Financial and Federal	01/01/2015 to 12/31/2015	8/15/2016	2	1		
1017252	Clark County	Accountability	01/01/2015 to 12/31/2015	8/15/2016			1	NCR
1017157	Snohomish County	Financial and Federal	01/01/2015 to 12/31/2015	8/11/2016				
1017061	Yakima County	Financial and Federal	01/01/2015 to 12/31/2015	8/8/2016			1	NCR
1017209	Kitsap County	Financial and Federal	01/01/2015 to 12/31/2015	8/8/2016			1	NCR
1017052	Yakima County	CAFR	01/01/2015 to 12/31/2015	8/1/2016				
1017142	Lincoln County	Financial and Federal	01/01/2015 to 12/31/2015	7/28/2016				
1017210	Kitsap County	CAFR	01/01/2015 to 12/31/2015	7/27/2016				
1017218	Kitsap County	Attestation Engagements	01/01/2015 to 12/31/2015	7/27/2016				
				TOTALS	15		15	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

Deputy Director's Activities

Mr. Olsen reported on his activities since the July 2016 meeting.

STAFF REPORTS**Compliance and Data Analysis**

Mr. Pohle reported on two recent audit findings. Clark County did not have adequate internal controls to ensure compliance with federal grant requirements for allowable costs. The Public Works staff had insufficient knowledge and training of federal requirements for allowable costs to ensure compliance, and monitoring by management was not adequate to detect an issue. Although the SAO disagreed with the county's methodology, the amounts charged to the grants was reasonable, so the costs were not questioned.

In Skamania County, CRAB staff has been monitoring a continuing Finding which effects the Road Fund. For at least four 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. SAO reports this issue only partially resolved per the 2015 audit. CRAB staff continues to support county Public Works staff on a consultative basis.

Mr. Pohle briefed the Board on staff's recommended changes to Chapter 136-12 WAC – Vacancy in Position of County Engineer, most of which add the words "or change" as well as "vacancy" to the reporting requirements; and Chapter 136-18 WAC – Construction by County Forces, which removes a special reporting section, 136-18-070, that is no longer necessary. The Board will be asked to vote on whether to move forward with these changes at the January 2017 CRABoard meeting.

Mr. Pohle reported on his recent activities.

Intergovernmental Policy Management

Mr. Mosen reported on his recent activities.

He noted that County Engineers' Training is scheduled for December 6-8 in the CRAB offices, with fourteen participants are registered from nine counties. Customized training is scheduled for November 8-9 in Lincoln County, with 12 participants from four counties.

He noted challenges and changes to various year-end financial reporting requirements to the SAO and WSDOT. Solutions likely to be implemented as a part of year-end 2016 financial reporting were reached between CRAB and those agencies which will improve CRAB staff's extraction of data from the WSDOT reports. As a part of sending year-end actuals to the SAO, counties will be required to submit additional details in order for "transportation" data to be extracted for WSDOT purposes, and to ensure all Road Fund details are available for CRAB purposes.

Mr. Monsen reported that the latest update to the County Engineers' and Public Works Directors' Desk Manual was released in late September. He gave a brief presentation on the format, content, and recommended use of the manual. He noted that all hyperlinks in the electronic version are checked annually for accuracy.

Meeting adjourned by Second Vice-Chair Woods at 10:10 am.

Chairman

ATTEST: _____

State of Washington
County Road Administration Board



CRABoard By-Laws

ARTICLE I PURPOSE

The County Road Administration Board shall be conducted in accordance with the provisions of RCW 36.78 and shall perform the duties and functions as therein prescribed.

ARTICLE II MEETINGS

Section 1. Place of Meetings. Any and all meetings of the Board shall be held in the state of Washington.

Section 2. Time of Meetings. The regular meetings of the Board shall be held quarterly at a time and place designated by the chairman; provided that, the chairman may call additional, special meetings at a time and place to be designated; provided further, that written notice be sent to each member and filed with the code revisers office.

Section 3. Order of Business. The order of business at the Board meetings shall be as follows:

- (a) Call to Order
- (b) Minutes of the proceeding meeting
- (c) Report of the Chairman
- (d) Report of the Director
- (e) Rural Arterial Program Report
- (f) Public Hearing (if needed)
- (g) Budget Report
- (h) Other Division Reports
- (i) Work Session (if needed)
- (j) Adjournment

Provided, that in the absence of objection, the Chairman may vary the order of business.

Change: April 2005 – second vice chair added

ARTICLE III QUORUM

A majority of five (5) members of the Board shall constitute a quorum.

Section 1. Each member of the Board shall be entitled to one vote and no proxies are allowed, and a majority vote is all that is required to decide any question.

ARTICLE IV OFFICERS

Section 1. Chairman. The Chairman shall be selected from the members of the Board and shall be elected at the meeting of the Board in July of each year. The Chairman shall hold office for a term of one year, provided that a Chairman may be re-elected for successive terms. The Chairman shall preside over all meetings and perform the general powers and duties of a Chairman, including the appointment of sub-committees.

Section 2. Vice-Chairman and Second Vice-Chairman. A Vice-Chairman and a Second Vice-Chairman shall be chosen from the members of the Board at the time of selection of Chairman, and shall have the same term of office.

The Vice-Chairman shall perform the duties and exercise the functions of Chairman during the absence of the Chairman.

The Second Vice-Chairman shall perform the duties and exercise the functions of Vice-Chairman in the absence of the Vice-Chairman.

Section 3. County Road Administration Board Executive Director. The Board shall appoint an Executive Director pursuant to the provisions of RCW 36.78.060 who shall be chief administrative officer of the Board and shall be responsible for carrying out the policies adopted by the Board.

Section 4. Staff. The Executive Director shall employ such staff as may be approved by the Board and funded by the Legislature.

ARTICLE V OFFICE

Section 1. Location. The Board shall select the location of the office of the Director, which shall also be the general office of the County Road Administration Board.

Section 2. Procedures. From time to time the Executive Director shall develop and effectively administer procedures governing the duties of the staff and the internal operations of the County Road Administration Board.

Change: April 2005 – second vice chair added

**ARTICLE VI
INSTRUMENTS**

Section 1. All vouchers, drafts, orders and payrolls for payment of salaries and expenses shall be signed in the name of the County Road Administration Board. The Executive Director shall sign travel expense vouchers of the Board members. The Chairman shall sign travel vouchers of the Executive Director.

**ARTICLE VII
AMENDMENTS**

These By-Laws may be amended, altered, changed, added to or repealed by the affirmative vote of the majority of the Board at any regular or special meeting of the Board.

**ARTICLE VIII
EXPENSES**

Members of the County Road Administration Board shall receive no compensation for their service on the Board, but shall be reimbursed for travel and other expenses incurred while attending meetings of the Board in accordance with Board Member Travel policy and section 10.70 of the Office of Financial Management State Administrative and Accounting Manual.

**ARTICLE IX
DATE OF ADOPTION**

These By-Laws have been reviewed and adopted by the County Road Administration Board on this 28th day of July 2016.

Chair's Signature: _____ DATE:

County Road Administration Board Agency Summary BITD as of December 2016

<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	3,067,839	2,305,603	2,225,348	80,255	842,491
Employee Benefits	921,455	688,592	671,005	17,587	250,450
Goods and Other Services	720,902	663,691	647,513	16,178	73,389
Professional Service Contracts	0	0	520	(520)	(520)
Travel	182,708	126,057	111,261	14,796	71,447
Capital Outlays	40,100	28,100	26,190	1,910	13,910
Grants, Benefits & Client Services	99,144,000	84,768,000	69,101,211	15,666,789	30,042,789
Interagency Reimbursements	(21,004)	(21,004)	(20,979)	(25)	(25)
Sum:	104,056,000	88,559,039	72,762,070	15,796,969	31,293,930
Sum without Grants:	4,912,000	3,791,039	3,660,859	130,180	1,251,141

<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	127,037	107,491	19,546	2,305,603	2,225,348	80,255
A AA State Classified	109,650	89,919	19,731	1,958,461	1,846,437	112,024
AC State Exempt	17,387	17,572	(185)	309,288	312,564	(3,276)
AS Sick Leave Buy-Out	0	0	0	11,316	19,545	(8,229)
AT Terminal Leave	0	0	0	26,538	46,802	(20,264)
Employee Benefits	38,810	32,482	6,328	688,592	671,005	17,587
B BA Old Age and Survivors Insurance	7,838	5,988	1,850	140,371	133,040	7,331
BB Retirement and Pensions	14,031	12,018	2,013	251,299	241,376	9,923
BC Medical Aid & Industrial Insurance	1,148	521	627	20,363	10,475	9,888
BD Health, Life & Disability Insurance	13,961	12,432	1,529	243,736	241,917	1,819
BH Hospital Insurance (Medicare)	1,832	1,522	310	32,823	31,326	1,497
BT Shared Leave Provided Sick Leave	0	0	0	0	5,683	(5,683)
BV Shared Leave Provided Annual Leave	0	0	0	0	7,162	(7,162)
BZ Other Employee Benefits	0	0	0	0	25	(25)
Professional Service Contracts	0	0	0	0	520	(520)
C CJ Training Services	0	0	0	0	520	(520)
Goods and Other Services	10,295	13,074	(2,779)	663,691	647,513	16,178
EA Supplies and Materials	500	481	19	8,999	8,663	336
EB Communications/Telecommunications	1,613	853	760	37,296	16,619	20,677
EC Utilities	1,166	(2,176)	3,342	20,997	18,816	2,181
ED Rentals and Leases - Land & Buildings	0	3,300	(3,300)	205,773	209,072	(3,299)
EE Repairs, Alterations & Maintenance	97	0	97	304	9,711	(9,407)
EF Printing and Reproduction	348	588	(240)	6,588	5,967	621
EG Employee Prof Dev & Training	1,666	0	1,666	29,996	26,804	3,192
EH Rental & Leases - Furn & Equipment	214	263	(49)	3,601	3,669	(68)
EJ Subscriptions	191	1,428	(1,237)	1,909	4,924	(3,015)

County Road Administration Board Agency BI Projections

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	729,958	543,958	539,809	4,149	190,149
Employee Benefits	218,778	163,780	164,222	(442)	54,556
Goods and Other Services	34,560	31,346	21,875	9,471	12,685
Professional Service Contracts	0	0	18	(18)	(18)
Travel	16,104	9,897	4,659	5,238	11,445
Capital Outlays	600	600	917	(317)	(317)
Grants, Benefits & Client Services	56,094,000	48,878,250	33,121,361	15,756,889	22,972,639
Sum:	57,094,000	49,627,831	33,852,860	15,774,971	23,241,140
Sum without Grants:	1,000,000	749,581	731,499	18,082	268,501

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Expenditures</u>	<u>January 2017</u>	<u>February 2017</u>	<u>March 2017</u>	<u>April 2017</u>	<u>May 2017</u>	<u>June 2017</u>	<u>Variance</u>
Salaries and Wages	729,958	539,809	28,340	29,400	41,868	28,340	28,340	28,340	5,521
A AA State Classified	729,958	532,728	28,340	29,400	29,400	28,340	28,340	28,340	25,070
AS Sick Leave Buy-Out	0	2,738	0	0	5,489	0	0	0	(8,227)
AT Terminal leave	0	4,343	0	0	6,979	0	0	0	(11,322)
Employee Benefits	218,778	164,222	8,767	9,100	9,281	8,767	8,767	8,767	1,107
B BA Old Age and Survivors Insurance	44,786	32,739	1,757	1,823	1,823	1,757	1,757	1,757	1,373
BB Retirement and Pensions	80,182	59,559	3,168	3,287	3,287	3,168	3,168	3,168	1,377
BC Medical Aid & Industrial Insurance	3,704	2,649	145	145	326	145	145	145	4
BD Health, Life & Disability Insurance	79,632	60,196	3,286	3,419	3,419	3,286	3,286	3,286	(546)
BH Shared Leave Provided Sick Leave	10,474	7,657	411	426	426	411	411	411	321
BT Shared	0	1,421	0	0	0	0	0	0	(1,421)
BZ Other Employee Benefits	0	1	0	0	0	0	0	0	(1)

Category	BI Allotment	BITD Expenditures	January 2017	February 2017	March 2017	April 2017	May 2017	June 2017	Variance
GF Out-Of-State Subsistence & Lodging	544	27	0	0	0	0	0	0	517
GG Out-Of-State Air Transportation	100	10	0	0	0	0	0	0	90
GN Motor Pool Services	4,300	1,064	65	65	65	65	65	65	2,846
Capital Outlays	600	917	1,050	1,050	1,050	1,050	1,050	1,050	(6,617)
JA Noncapitalized Assets	400	572	1,050	1,050	1,050	1,050	1,050	1,050	(6,472)
JB Noncapitalized Software	200	345	0	0	0	0	0	0	(145)
Grants, Benefits & Client Services	45,055,000	33,121,361	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	4,433,639	(0)
NZ Other Grants and Benefits	45,055,000	33,121,361	1,500,000	1,500,000	1,500,000	1,500,000	1,500,000	4,433,639	(0)
Total Dollars	<u>46,055,000</u>	<u>33,852,860</u>	<u>1,538,572</u>	<u>1,540,020</u>	<u>1,553,012</u>	<u>1,538,673</u>	<u>1,538,571</u>	<u>4,472,208</u>	<u>21,084</u>
Total without Grants:	<u>1,000,000</u>	<u>731,481</u>	<u>38,572</u>	<u>40,020</u>	<u>53,012</u>	<u>38,673</u>	<u>38,571</u>	<u>38,569</u>	<u>21,102</u>

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Expenditures</u>	<u>January 2017</u>	<u>February 2017</u>	<u>March 2017</u>	<u>April 2017</u>	<u>May 2017</u>	<u>June 2017</u>	<u>Variance</u>
C CJ Training Services	0	218	0	0	0	0	0	0	(218)
Goods and Other Services	326,123	286,688	1,673	2,336	6,441	2,883	1,660	1,637	22,804
EA Supplies and Materials	5,031	3,615	208	208	208	208	208	208	168
EB Communications/Telecommunications	21,054	6,963	369	369	369	369	369	369	11,877
EC Utilities	11,744	7,884	472	472	472	472	472	472	1,028
ED Rentals and Leases - Land & Buildings	86,301	87,601	0	0	0	0	0	0	(1,300)
EE Repairs, Alterations & Maintenance	168	9,436	0	0	0	0	0	0	(9,268)
EF Printing and Reproduction	3,774	2,500	87	87	87	87	87	87	752
EG Employee Prof Dev & Training	16,776	13,288	0	0	0	0	0	0	3,488
EH Rental & Leases - Furn & Equipment	2,014	1,508	81	81	81	81	81	81	20
EJ Subscriptions	923	2,063	25	25	25	25	25	25	(1,290)
EK Facilities and Services	6,286	5,377	95	95	95	95	95	95	339
EL Data Processing Services (Interagency)	35,456	36,085							(629)
EM Attorney General Services	1,258	2,965	300	300	300	300	300	300	(3,507)
EN Personnel Services	0	5,510				283			(5,793)
EP Insurance	880	2,547	0	0	0	0	0	0	(1,667)
ER Other Contractual Services	92,854	69,613							23,241
ES Vehicle Maintenance & Operating Cst	504	308	0	0	0	0	0	0	196
ET Audit Services	13,000	12,727	0	0	0	0	0	0	273
EW Archives & Records Management Svcs	420	308							112
EY Software Licenses and Maintenance	27,680	15,109	36	699	4,804	963	23	0	6,046
EZ Other Goods and Services	0	1,280	0	0	0	0	0	0	(1,280)
Travel	75,836	49,771	2,899	4,474	2,899	6,499	2,899	2,899	3,496
GA In-State Subsistence & Lodging	38,276	29,076	1,504	2,504	1,504	1,504	1,504	1,504	(824)
GC Private Automobile Mileage	10,904	5,727	500	1,000	500	500	500	500	1,677
GD Other Travel Expenses	3,356	1,777	125	200	125	125	125	125	754
GF Out-Of-State Subsistence & Lodging	1,100	328	0	0	0	1,600	0	0	(828)

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Expenditures</u>	<u>January 2017</u>	<u>February 2017</u>	<u>March 2017</u>	<u>April 2017</u>	<u>May 2017</u>	<u>June 2017</u>	<u>Variance</u>
GG Out-Of-State Air Transportation	200	120	0	0	0	2,000	0	0	(1,920)
GN Motor Pool Services	22,000	12,743	770	770	770	770	770	770	4,637
Capital Outlays	31,000	10,974	0	0	0	0	0	0	20,026
JA Noncapitalized Assets	17,000	6,842	0	0	0	0	0	0	10,158
JB Noncapitalized Software	14,000	4,132	0	0	0	0	0	0	9,868
Grants, Benefits & Client Services	10,706,000	10,706,219	0	0	0	0	0	200	(419)
NZ Other Grants and Benefits	10,706,000	10,706,219	0	0	0	0	0	200	(419)
Total Dollars	<u>13,100,000</u>	<u>12,428,693</u>	<u>74,690</u>	<u>79,353</u>	<u>81,883</u>	<u>78,660</u>	<u>73,837</u>	<u>74,014</u>	<u>208,870</u>
Sum without Grants:	<u>2,394,000</u>	<u>1,722,474</u>	<u>74,690</u>	<u>79,353</u>	<u>81,883</u>	<u>78,660</u>	<u>73,837</u>	<u>73,814</u>	<u>209,289</u>

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Expenditures</u>	<u>January 2017</u>	<u>February 2017</u>	<u>March 2017</u>	<u>April 2017</u>	<u>May 2017</u>	<u>June 2017</u>	<u>Variance</u>
GF Out-Of-State Subsistence & Lodging	1,900	427	0	0	0	0	0	0	1,473
GG Out-Of-State Air Transportation	250	156	0	0	0	0	0	0	94
GN Motor Pool Services	26,350	16,605	900	900	900	900	900	900	4,345
Capital Outlays	8,500	14,300	0	0	0	0	0	0	(5,800)
J JA Noncapitalized Assets	5,500	8,916	0	0	0	0	0	0	(3,416)
JB Noncapitalized Software	3,000	5,384	0	0	0	0	0	0	(2,384)
Grants, Benefits & Client Services	32,344,000	25,273,631	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,070,369	(0)
N NZ Other Grants and Benefits	32,344,000	25,273,631	1,200,000	1,200,000	1,200,000	1,200,000	1,200,000	1,070,369	(0)
Interagency Reimbursements	(21,004)	(20,979)	0	0	0	0	0	0	(25)
SA Salaries and Wages	(15,330)	(15,480)	0	0	0	0	0	0	150
SB Employee Benefits	(5,674)	(5,499)	0	0	0	0	0	0	(175)
Total Dollars	<u>33,862,000</u>	<u>26,480,517</u>	<u>1,244,085</u>	<u>1,244,411</u>	<u>1,262,228</u>	<u>1,236,623</u>	<u>1,235,028</u>	<u>1,105,367</u>	<u>53,741</u>
Total without Grants:	<u>1,518,000</u>	<u>1,206,602</u>	<u>44,085</u>	<u>44,411</u>	<u>62,228</u>	<u>36,623</u>	<u>35,028</u>	<u>34,998</u>	<u>54,025</u>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
EK Facilities and Services	291	212	79	13,242	12,834	408
EL Data Processing Services (Interagency)	489	438	51	85,959	86,123	(164)
EM Attorney General Services	124	(140)	264	2,244	7,078	(4,834)
EN Personnel Services	0	971	(971)	0	13,151	(13,151)
EP Insurance	0	83	(83)	2,098	6,079	(3,981)
ER Other Contractual Services	401	6,835	(6,434)	179,842	166,141	13,701
ES Vehicle Maintenance & Operating Cst	290	30	260	912	735	177
ET Audit Services	0	0	0	13,000	12,727	273
EW Archives & Records Management Svcs	0	0	0	1,000	736	264
EY Software Licenses and Maintenance	2,905	0	2,905	49,931	36,059	13,872
EZ Other Goods and Services	0	(92)	92	0	1,608	(1,608)
Travel	6,920	3,903	3,017	126,057	111,261	14,796
GA In-State Subsistence & Lodging	3,100	2,023	1,077	58,954	63,716	(4,762)
GC Private Automobile Mileage	978	346	632	19,222	11,984	7,238
GD Other Travel Expenses	442	428	14	7,031	4,081	2,950
GF Out-Of-State Subsistence & Lodging	150	0	150	2,200	782	1,418
GG Out-Of-State Air Transportation	0	0	0	500	286	214
GN Motor Pool Services	2,250	1,106	1,144	38,150	30,413	7,737
Capital Outlays	2,000	0	2,000	28,100	26,190	1,910
JA Noncapitalized Assets	1,000	0	1,000	16,900	16,329	571
JB Noncapitalized Software	1,000	0	1,000	11,200	9,861	1,339
Grants, Benefits & Client Services	4,648,000	3,248,823	1,399,177	84,768,000	69,101,211	15,666,789
NZ Other Grants and Benefits	4,648,000	3,248,823	1,399,177	84,768,000	69,101,211	15,666,789
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	4,833,062	3,405,773	1,427,289	88,559,039	72,762,070	15,796,969

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
91E AGO Legal Services Correction							
108-1 Motor Vehicle Account-State				(16)	(17)	(33)	100.00%
91K DES Central Services Correction							
108-1 Motor Vehicle Account-State					(24)	(24)	100.00%
91R OFM Central Services Correction							
108-1 Motor Vehicle Account-State				1	1	2	100.00%
92K DES Central Services							
108-1 Motor Vehicle Account-State					12	12	100.00%
Total Maintenance Level				(15)	(28)	(43)	
% Change from Current Biennium							
AAS Capital Project Adjustments							
102-1 Rural Arterial Trust Account-State					(11,039)	(11,039)	100.00%
2015-17 Total Proposed Budget				(15)	(11,067)	59,177	
% Change from Current Biennium							
2015-17 Budget Fund Summary Totals							
102-1 Rural Arterial Trust Account-State					(11,039)	46,055	77.83%

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
108-1 Motor Vehicle Account-State				(15)	(28)	13,122	22.17%

91E AGO Legal Services Correction

Agency budgets are adjusted to reflect updated estimates of anticipated usage of Attorney General's Office (AGO) legal services. This correction aligns the agency's funding with the central service allocations assumed in the 2016 supplemental operating budget.

91K DES Central Services Correction

Agency budgets are adjusted to update each agency's allocated share of the following charges from the Department of Enterprise Services (DES): small agency financial services, capital project surcharge, campus utilities, campus employee parking, financing cost recovery, public and historic facilities, and risk management administration. Additionally, small agency human resource clients are provided expenditure authority to pay for human resource services. This correction aligns the agency's funding with the central service allocations assumed in the 2016 supplemental operating budget.

91R OFM Central Services Correction

Agency budgets are adjusted to reflect central service charges from the Office of Financial Management (OFM). This correction aligns the agency's funding with the central service allocations assumed in the 2016 supplemental operating budget.

AAS Capital Project Adjustments

Capital project spending authority is adjusted for reappropriations, project savings, projects that have been advanced and projects that have been delayed.

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Dollars in Thousands

<u>Parameter</u>	<u>Entered As</u>
Biennium	2015-17
Agency	406
Version	6B
Version Option	B
Program	
Sub Program	
Without Codes	N
Include Supporting Text	Y

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
2015-17 Expenditure Authority	17.2	17.2	17.2	47,449	56,672	104,121	
Current Biennium Fund Totals	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				23,848	33,246	57,094	54.83%
108-1 Motor Vehicle Account-State				6,538	6,627	13,165	12.64%
186-1 County Arterial Preservation Acct-State				17,063	16,799	33,862	32.52%
8R Retirement Buyout Costs							
108-1 Motor Vehicle Account-State				2		2	
186-1 County Arterial Preservation Acct-State				(2)		(2)	
91E AG Legal Services Correction							
108-1 Motor Vehicle Account-State				(16)	(17)	(33)	100.00%
91K DES Central Services Correction							
108-1 Motor Vehicle Account-State					(24)	(24)	100.00%
91R OFM Central Services Correction							
108-1 Motor Vehicle Account-State				1	1	2	100.00%
AF County Arterial Preservation Pgm							
186-1 County Arterial Preservation Acct-State				(16,310)	(14,940)	(31,250)	100.00%

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
AH Increase Authority							
102-1 Rural Arterial Trust Account-State				(23,362)	(31,638)	(55,000)	100.00%
AI County Ferry Capital Improvement							
108-1 Motor Vehicle Account-State				(353)	(353)	(706)	100.00%
CWA Connecting Washington Investments							
102-1 Rural Arterial Trust Account-State					(2,188)	(2,188)	
186-1 County Arterial Preservation Acct-State					(1,094)	(1,094)	50.00%
					(1,094)	(1,094)	50.00%
G05 Biennialize Employee PEB Rate							
102-1 Rural Arterial Trust Account-State				11		11	
108-1 Motor Vehicle Account-State				2		2	18.18%
186-1 County Arterial Preservation Acct-State				6		6	54.55%
				3		3	27.27%
GL9 Non-Rep General Wage Increase							
102-1 Rural Arterial Trust Account-State				35		35	
108-1 Motor Vehicle Account-State				8		8	22.86%
186-1 County Arterial Preservation Acct-State				17		17	48.57%
				10		10	28.57%
HT3 Additive Preservation							
108-1 Motor Vehicle Account-State				(5,000)	(5,000)	(10,000)	100.00%
Total Carry Forward Level							
% Change from Current Biennium				2,455	2,513	4,968	
				(94.8)%	(95.6)%	(95.2)%	

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
Carry Forward Level Fund Totals	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				496	514	1,010	20.33%
108-1 Motor Vehicle Account-State				1,195	1,234	2,429	48.89%
186-1 County Arterial Preservation Acct-State				764	765	1,529	30.78%
Carry Forward plus Workload Changes Fund Totals	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				496	514	1,010	20.33%
108-1 Motor Vehicle Account-State				1,195	1,234	2,429	48.89%
186-1 County Arterial Preservation Acct-State				764	765	1,529	30.78%
92D Audit Services							
108-1 Motor Vehicle Account-State				(13)		(13)	100.00%
92E Legal Services							
108-1 Motor Vehicle Account-State				4	3	7	100.00%
92J CTS Central Services							
108-1 Motor Vehicle Account-State				13	13	26	100.00%
92K DES Central Services							
108-1 Motor Vehicle Account-State				14	13	27	100.00%
92R OFM Central Services							
108-1 Motor Vehicle Account-State				(1)	(1)	(2)	100.00%

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
92S Workers Compensation							
108-1 Motor Vehicle Account-State				(1)		(1)	100.00%
9D Pension and DRS Rate Changes							
102-1 Rural Arterial Trust Account-State				6	6	12	25.00%
108-1 Motor Vehicle Account-State				12	12	24	50.00%
186-1 County Arterial Preservation Acct-State				6	6	12	25.00%
GCS Central Services Carryforward Adj							
108-1 Motor Vehicle Account-State				(2)		(2)	100.00%
Total Maintenance Level							
% Change from Current Biennium				(94.7)%	(95.5)%	(95.1)%	
Maintenance Level Fund Totals							
	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				502	520	1,022	20.21%
108-1 Motor Vehicle Account-State				1,221	1,274	2,495	49.33%
186-1 County Arterial Preservation Acct-State				770	771	1,541	30.47%
8R Retirement Buyout Costs							
108-1 Motor Vehicle Account-State				39		39	100.00%
92J CTS Central Services							

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
108-1 Motor Vehicle Account-State				9	6	15	100.00%
92K DES Central Services							
108-1 Motor Vehicle Account-State				3	4	7	100.00%
AL County Ferry Capital Improvement							
108-1 Motor Vehicle Account-State				353	353	706	100.00%
AM Rural Arterial Trust Capital							
102-1 Rural Arterial Trust Account-State				21,217	21,086	42,303	100.00%
AN County Arterial Preservation							
186-1 County Arterial Preservation Acct-State				12,692	12,898	25,590	100.00%
CWA Connecting Washington Investments				4,844	4,844	9,688	
102-1 Rural Arterial Trust Account-State				2,422	2,422	4,844	50.00%
186-1 County Arterial Preservation Acct-State				2,422	2,422	4,844	50.00%
G06 State Public Employee Benefits Rate				16	27	43	
102-1 Rural Arterial Trust Account-State				4	7	11	25.58%
108-1 Motor Vehicle Account-State				8	13	21	48.84%
186-1 County Arterial Preservation Acct-State				4	7	11	25.58%
GL9 Non-Rep General Wage Increase				36	94	130	
102-1 Rural Arterial Trust Account-State				9	23	32	24.62%
108-1 Motor Vehicle Account-State				18	47	65	50.00%

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Dollars in Thousands

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Total Annual FTE	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
186-1 County Arterial Preservation Acct-State				9	24	33	25.38%
GLK Non-Rep Targeted Pay Increases							
186-1 County Arterial Preservation Acct-State				8	8	16	100.00%
GRP Capital Reappropriation							
102-1 Rural Arterial Trust Account-State				5,520	5,519	11,039	100.00%
2017-19 Total Proposed Budget				47,230	47,404	94,634	
% Change from Current Biennium				(0.5)%	(16.4)%	(9.1)%	
2017-19 Budget Fund Summary Totals							
102-1 Rural Arterial Trust Account-State	17.2	17.2	17.2	29,674	29,577	59,251	62.61%
108-1 Motor Vehicle Account-State				1,651	1,697	3,348	3.54%
186-1 County Arterial Preservation Acct-State				15,905	16,130	32,035	33.85%

8R Retirement Buyout Costs

Funding is provided for one-time retirement buyout costs.

92D Audit Services

Agency budgets are adjusted to reflect each agency's allocated share of charges for state government audits.

92E Legal Services

Agency budgets are adjusted to reflect each agency's anticipated share of legal service charges. The Attorney General's Office will work with client agencies to implement stricter policies and best practices regarding usage of legal services to achieve lower bills.

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

Agency: 406 - County Road Administration Board
Version: 40 - Governor's 2017-19 Budget - New Law
Version Option: Transportation and Omnibus

12/14/16

1:33 PM

Dollars in Thousands

92J CTS Central Services

Agency budgets are adjusted to reflect each agency's allocated share of charges from the Consolidated Technology Services Agency (WaTech) for the Office of the Chief Information Officer, Office of Cyber Security, state network, enterprise systems, security gateways, and geospatial imaging services.

92K DES Central Services

Agency budgets are adjusted to reflect each agency's allocated share of charges from the Department of Enterprise Services (DES) for campus rent, utilities, parking, and contracts; a capital project surcharge; financing cost recovery; public and historic facilities; real estate services; risk management services; small agency financial and human resource services; personnel service rates; the Perry Street child care center; and the department's enterprise applications.

92R OFM Central Services

Agency budgets are adjusted to reflect each agency's allocated share of charges from the Office of Financial Management (OFM) for the One Washington project and support for OFM's enterprise applications.

92S Workers Compensation

Agency budgets are adjusted to reflect each agency's estimated charges from the Department of Labor and Industries for workers' compensation.

AL County Ferry Capital Improvement

The County Ferry Capital Improvement program continues funding for the payment of construction loans for replacement of the M/V Steilacoom ferry in Pierce County.

AM Rural Arterial Trust Capital

The Rural Arterial program provides competitive grants to counties for projects on rural roads.

AN County Arterial Preservation

The County Arterial Preservation program provides grants to counties for urban and rural arterial road preservation based on each county's total arterial lane miles.

CWA Connecting Washington Investments

Additional funding is provided to the Rural Arterial Trust program and County Arterial Preservation program from the 2015 Connecting Washington investment package.

G06 State Public Employee Benefits Rate

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

Agency: 406 - County Road Administration Board
Version: 40 - Governor's 2017-19 Budget - New Law
Version Option: Transportation and Omnibus

12/14/16

1:33 PM

Dollars in Thousands

Health insurance funding is provided for state employees who are not represented by a union, who are covered by a bargaining agreement that is not subject to financial feasibility determination, or who are not part of the coalition of unions for health benefits. The insurance funding rate is \$970 per employee per month for fiscal year 2018 and \$1029 per employee per month for fiscal year 2019.

GL9 Non-Rep General Wage Increase

Funding is provided for wage increases for state employees who are not represented by a union or who are covered by a bargaining agreement that is not subject to financial feasibility determination. It is sufficient for a general wage increase of 2 percent, effective July 1, 2017; a general wage increase of 2 percent, effective July 1, 2018; and a general wage increase of 2 percent, effective January 1, 2019. This item includes both higher education and general government workers.

GLK Non-Rep Targeted Pay Increases

Funding is provided for classified state employees who are not represented by a union for pay increases in specific job classes in alignment with other employees.

GRP Capital Reappropriation

Unused expenditure authority from the 2015-17 biennium is reappropriated in the 2017-19 biennium.

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

Agency: 406 - County Road Administration Board
Version: 40 - Governor's 2017-19 Budget - New Law
Version Option: Transportation and Omnibus

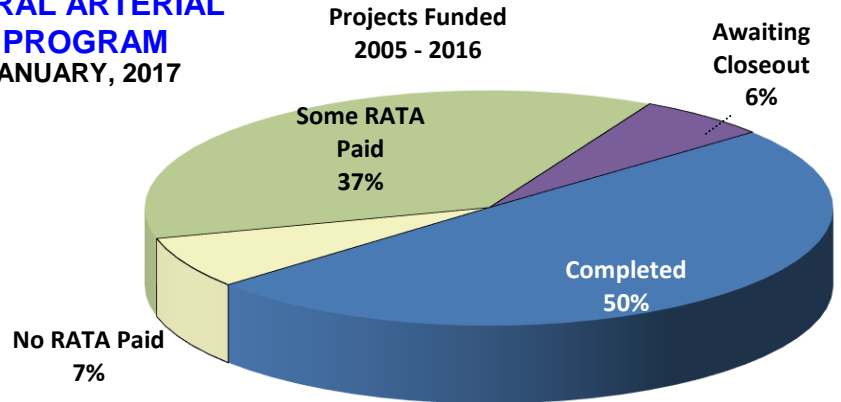
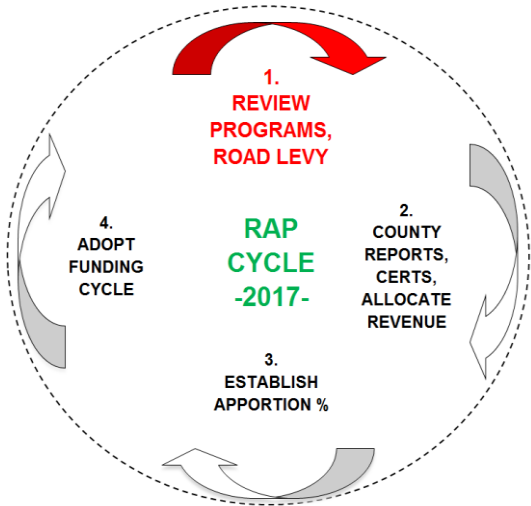
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Dollars in Thousands

<u>Parameter</u>	<u>Entered As</u>
Biennium	2017-19
Agency	406
Version	40
Version Option	B
Program	
Sub Program	
Without Codes	N
Include Supporting Text	Y

RURAL ARTERIAL PROGRAM JANUARY, 2017



PROJECT STATUS:

Billing Phase	(Two Biennia)					Current	TOTAL
	'83-'05	'05-'07	'07-'09	'09-'13	'13-'15	'15-'17	
Completed	930	26	38	28	11	2	1035
Awaiting Closeout			2	3	8		13
Some RATA paid	1	2	4	12	30	30	79
No RATA Paid					1	14	15
TOTAL	931	28	44	43	50	46	1142

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	40,335,305
Total estimated revenue	562,386,379

RAP Expenditures to date:

To Completed Projects	486,944,231
To Projects in Design or Under Construction	38,567,311
Administration	10,582,321
Total RATA spent	536,093,863

RAP Obligations:

RATA Balance on Active Projects	90,796,273
RATA \$ yet to allocate to Partially funded projects -	26,110,389
Requests for reimbursement - pending	590,612
Estimated remaining administration through 2015- 2017 biennium	240,000
Total RATA obligated	117,737,274

QTR 4 - 2016 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
October	\$19,786,334.93	\$2,074,372.81	\$9,093.84	(4,374,278.11)	24	(38,426.61)	\$17,457,096.86
November	\$17,457,096.86	\$1,656,183.64	\$9,166.32	(3,061,593.07)	33	(43,598.41)	\$16,017,255.34
December	\$16,017,255.34	\$1,615,190.33	\$6,357.71	(2,047,866.09)	13	(38,146.79)	\$15,552,790.50
TOTALS:		\$5,345,746.78	\$24,617.87	(9,483,737.27)	70	(120,171.81)	

County Road Administration Board – January 26, 2017
Regional RAP meetings update

Regional meetings were held in November 2016 through January 2017, in all regions.

Summary of items discussed:

- RAP account balance and spending (reimbursement) plans, project progress reporting.
- Suggestions for improvements to RAP Online.
- CARS and annual report status.
- Overview of RAP WAC rules.

All counties were reminded that, based on project demand and the current balance, the CRABoard may decide not to allocate funds to projects at the allocation meeting in April. Any new projects, if funded, would be programmed for RATA payout during the 2021 – 2023 biennium, and later. Bridge projects that become BRAC funded could be programmed earlier, if needed. The CRABoard will remove from the array any project that advertises for construction before RATA funds are approved.

The regions expressed satisfaction with the rating methods currently in place based on their September 2016 prospectus submittals.

Some of the engineers expressed dissatisfaction with the lack of funding support from legislature for the RATA program. Many counties would like to program more reconstruction type projects, but the RATA has not kept up with the need.

CRAB staff described the inconsistencies between counties' reporting of their spending plans, which are usually very optimistic, and actual project progress which often lags behind. Staff mentioned these two features would be linked in the next upgrade to RAP Online, to improve consistency. Spending plans for slow projects would likely be the first to be delayed if the account balance drops too low.

Counties were informed that the first run of the CARS system reporting of annual programs in December went well. February road levy certifications are coming in.

All projects submitted for new funding on the 2017 – 2019 biennium array were represented in the counties' six year programs submitted December 2016.

**RESOLUTION 2017-001
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 states that the apportionment percentages shall be used once each calendar quarter by the board to apportion funds credited to the rural arterial trust; and

WHEREAS RCW 36.79.020 authorizes expenditure of RATA funds for costs associated with program administration;

NOW THEREFORE, BE IT RESOLVED that the accrued amount of \$5,370,365 deposited to the RATA for October, November and December, 2016 be apportioned to the regions by their 2015 - 2017 biennium regional percentages after setting aside \$121,125 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2015 - 2017)</u>	<u>PRIOR PROGRAM (1983 - 2015)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		121,125	686,375	10,988,815	11,675,190
NORTHEAST	43.77%	2,297,592	12,225,119	218,444,246	230,669,365
NORTHWEST	10.89%	571,642	3,041,616	58,510,781	61,552,397
PUGET SOUND	6.82%	357,998	1,904,851	37,001,227	38,906,077
SOUTHEAST	23.62%	1,239,870	6,597,151	120,553,549	127,150,701
SOUTHWEST	14.90%	782,137	4,161,624	76,552,456	80,714,080
TOTAL	100.00%	5,370,365	28,616,736	522,051,074	550,667,810

Adopted by the CRABoard on January 26, 2017

Chair's Signature

ATTEST

County Road Administration Board – January 26, 2017

Project Actions Taken by CRAB Staff – Quarter 4, 2016

Lincoln County’s Rocklyn Road - RAP Project 2215-01 – change in milepost designation:

Lincoln County, per their letter dated December 23, 2016 requested a change in milepost designation for their Rocklyn Road Section 2 project, revising the milepost limits from 4.13 – 6.24 to 5.94 - 8.05. At the time of prospectus submittal and later RAP funding, the beginning of the road was located at the intersection with Coffee Pot Road. After RATA funding the limits were moved to the city limits of Harrington at SR 23, adding 1.81 miles to the road.

CRAB staff found the revision had no impact to the scope of work and cost for the RAP funded project. A contract amendment, revising the milepost designation was offered to and signed by the county.

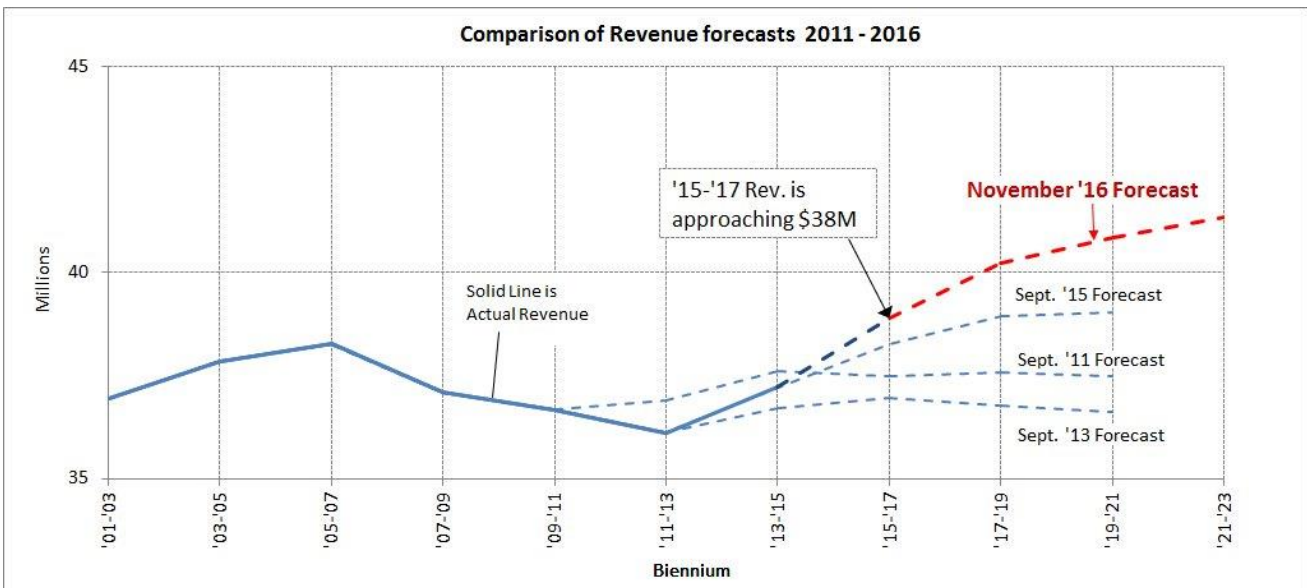
County Road Administration Board – January 26, 2015
Information and Discussion:
Potential Allocation to 2017 – 2019 biennium RAP Projects
WAC 136-161-020

CRABoard consideration of allocation of RATA funds to projects in April:

Per WAC 136-161-020 (6): “The county road administration board reviews the rank-ordered arrays in each region and, based upon the RATA funds projected to be allocable for the next project program period (see WAC [136-161-070](#)), selects and approves specific projects for RATA funding.”
 In preparation for allocation of funding, which occurs April 27, 2017, the following should be considered:

Revenue estimate comparisons:

Revenue forecasts for the 2007 - 2009 through 2011 - 2013 biennia were overly optimistic since there was a downturn in revenue that followed in those three biennia. Beginning in 2013 however, the revenue has increased, though not as aggressively as earlier forecasts. Estimated '17 – '19 Rural Arterial Trust Account (RATA) revenue as of November 2016 is \$42,000,000, and includes \$500,000 in interest and the \$1,094,000 RATA share of last biennium’s Connecting Washington fuel tax increase.



Anticipated RATA balance:

Anticipated end of 2015 – 2017 RATA balance is \$18,700,000. Expected spending of RATA funds in 2017 – 2019 biennium is 45,000,000, based on the previous 5 years average. Since estimated revenue is about \$42,000,000, this will bring the balance down to around \$15,700,000 at the end of the 2017 – 2019 biennium (see table below). This balance will be lower or higher based on project accomplishment.

Current Balance:	15,100,000	} 2015 - 2017
Est.Revenue though June '17:	9,600,000	
Est. Spending through June '17:	6,000,000	
Balance ending '15 - '17 biennium:	18,700,000	
Balance beginning '17 - '19 biennium:	18,700,000	} 2017 - 2019
Est. spending 2017 - 2019:	45,000,000	
Est. Revenue 2017 - 2019:	42,000,000	
Ending Balance 2017 - 2019:	15,700,000	

Funding partially funded projects:

Current projects that are short funded by ~26,000,000* RATA, would carry a total of 43,000,000 RATA if fully funded. The counties plan to spend 20,000,000 of this in 2017-2019, 20,000,000 in 2019 – 2021 and the remaining 3,000,000 later. These projects were funded initially in the last two years, and the counties would likely delay some of them (from 2017 to 2019 – 2020) if not fully funded this year. A delay would not force them into lapsing.

Funding new projects:

If the CRABoard chooses to fund new projects (after partially funded projects), the estimated amount of \$18,000,000 would be available for allocation, 14,000,000 in the first year of the biennium and 4,000,000 later (per WAC 136-161-070 (4), the CRABoard can allocate no more than 90% of estimated revenue in the first year of the biennium and the remainder “at such time as deemed appropriate” by the board). CRABstaff would schedule construction reimbursements for new projects in the 2021 -2023 biennium, ~ 4 years after approval. This 4-year period is typical for project-delivery times. Turned-back funds from withdrawals and underruns can be re-allocated at such time the CRABoard deems appropriate.

Summary:

The balance has dropped to \$14 M to \$15 M after every construction season for the last three years. This should continue, to greater degree, as a number of projects are awaiting the start of construction soon, particularly for Spokane County, which has \$14,250,000 of RATA funds (includes \$2,330,000 short funded on one project) obligated to Bigelow Gulch. The county plans to construct the projects in 2017 through 2020, in four sections.

Allocating to partially funded projects at the April 2017 meeting will assure the program continues without interruptions and maintains the forecast of expenditures as presented. Some of the projects could be delayed, if necessary, to maintain a \$12,000,000 balance. Any additional allocations to new projects could be made in the second year of the biennium (or later), after the outlook for estimated 2021 – 2023 project activity is clearer.

*County limit capacity allows only ~23,000,000 to be allocated to partially funded projects on the new array.

January 2017 CRA Board Meeting

Deputy Director's Report

A. County Engineer Changes since October 2016

1. By letter on November 3, 2016, Grays Harbor County appointed Rob Wilson, PE, as County Engineer, effective October 31, 2016, after the resignation of PWD/County Engineer Joe Seet, PE.
2. By email and attachment on December 20, 2016, Stevens County appointed Jason Hart as Public Works Director/Acting County Engineer, effective December 20, 2016. Stevens County is in the process of contracting with Pend Oreille County for the services of County Engineer Don Ramsey, PE, until a licensed professional civil engineer can be retained.

B. County Visits completed since October 2016

- Chelan County
- Ferry County
- Stevens County
- Lincoln County

There were numerous contacts with County Engineers in various venues.

C. County Audit Reports reviewed since October 2016

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

CRAB has reviewed 14 audit reports representing ten counties since the October 2016 board meeting. Four audits contained a total of four 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:

2015 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1018265	Adams County	Accountability	01/01/2015 to 12/31/2015	12/29/2016				
1018274	Adams County	Financial	01/01/2015 to 12/31/2015	12/29/2016				
1018319	Yakima County	Accountability	01/01/2015 to 12/31/2015	12/29/2016	1	NCR		
1018124	Okanogan County	Accountability	01/01/2015 to 12/31/2015	12/27/2016				
1018209	Stevens County	Accountability	01/01/2014 to 12/31/2015	12/27/2016				
1018056	Douglas County	Accountability	01/01/2015 to 12/31/2015	12/5/2016				
1017761	Whitman County	Financial and Federal	01/01/2015 to 12/31/2015	11/28/2016	1	NCR		
1017861	Whitman County	Financial	01/01/2015 to 12/31/2015	11/28/2016	1	NCR	1	NCR
1018001	Kittitas County	Accountability	01/01/2015 to 12/31/2015	11/28/2016			1	NCR
1018007	Asotin County	Accountability	01/01/2015 to 12/31/2015	11/28/2016				
1018008	Asotin County	Financial	01/01/2015 to 12/31/2015	11/28/2016				
1018051	Whitman County	Accountability	01/01/2015 to 12/31/2015	11/28/2016	1	NCR	1	NCR
1017834	Jefferson County	Accountability	01/01/2015 to 12/31/2015	11/17/2016				
1017775	Island County	Accountability	01/01/2015 to 12/31/2015	10/27/2016				
				TOTALS	4		3	
NCR	Non-County Road							
CR-FC	County Road-Fully Corrected							
CR-PC	County Road-Partially Corrected							

D. Other Activities and Visits since October 2016

1-3 November	Road Design Conference	Chelan
8-9 November	Lincoln County Engineer Training	Davenport
15-17 November	WSAC Fall Conference	Spokane
6-8 December	County Engineer Training	CRAB Office
9 January	2016 Session of 64th Legislature begins	Olympia
10-12 January	IT Applicant Interviews	CRAB Office
16 January	House Transportation Presentation	JLOB Bldg
18 January	Senate Transportation Presentation	Cherburg Bldg
19 January	County Road Culvert Inventory Conf Call	CRAB Office
23 January	Meeting w/ Sen. Fortunato	Newhouse Bldg
24 January	SACS Quarterly Budget Meeting	CRAB Office

Last Update: 8/13/14

Chapter 136-12 WAC

STANDARDS OF GOOD PRACTICE—VACANCY OR CHANGE IN POSITION OF COUNTY ENGINEER

[Chapter Listing](#)

WAC Sections

- [136-12-010](#) Purpose and authority.
- [136-12-020](#) Procedure during vacancy or change.
- [136-12-030](#) Acting county engineer.
- [136-12-045](#) Notification of hiring.
- [136-12-060](#) Failure to comply.
- [136-12-070](#) County engineer in counties that choose to employ a part-time county engineer or a contract county engineer.
- [136-12-080](#) Assistant county engineer in counties with a part-time county engineer or a contract county engineer.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 136-12-040 Duties of acting county engineer. [Regulation 1, § 136-12-040, filed 12/13/67.] Repealed by Order 1, filed 7/17/68.
- 136-12-050 Construction during vacancy. [Regulation 1, § 136-12-050, filed 12/13/67.] Repealed by Order 1, filed 7/17/68.

136-12-010

Purpose and authority.

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

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

136-12-020

Procedure during vacancy or change.

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

[Statutory Authority: Chapter [36.78](#) RCW. WSR 14-17-035, § 136-12-020, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter [36.79](#) RCW. WSR 02-18-018, § 136-12-020, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-020, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.080](#). WSR 90-07-074 (Order 74), § 136-12-020, filed 3/21/90, effective 4/21/90; Regulation 1, § 136-12-020, filed 12/13/67.]

136-12-030

Acting county engineer.

If for any reason, it is impossible to employ a new county engineer immediately, the county legislative authority shall designate, by resolution, an acting county engineer for an interim period, not to exceed six months, except as provided in WAC [136-12-060](#). A copy of such resolution shall be forwarded to the county road administration board.

If the acting county engineer is not a licensed professional civil engineer, the legislative authority shall designate a licensed professional civil engineer to perform all engineering services during the interim period as required by chapter [18.43](#) RCW, and the acting county engineer shall perform only those functions of the office not requiring a professional civil engineer's license.

[Statutory Authority: Chapter [36.79](#) RCW. WSR 99-01-021, § 136-12-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.080](#). WSR 90-07-074 (Order 74), § 136-12-030, filed 3/21/90, effective 4/21/90; Order 25, § 136-12-030, filed 1/27/75; Order 1, § 136-12-030, filed 7/17/68; Regulation 1, § 136-12-030, filed 12/13/67.]

136-12-045

Notification of hiring.

When final arrangements for the employment of a new county engineer have been made, the county legislative authority or the county executive shall, within five working days, notify the county road administration board in writing and shall include the following information: Name of new county engineer, Washington registration number, start date, and contact information, including an e-mail address if available. In addition, the notification shall include a copy of the organization chart detailing the responsibilities of the county engineer **if there is an adopted change, WAC 136-50-051, and a copy of the appointment resolution, letter of appointment, or copy of the meeting minutes of the legislative authority recording the appointment.**

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

136-12-060

Failure to comply.

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

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

136-12-070

County engineer in counties that choose to employ a part-time county engineer or a contract county engineer.

When the county legislative authority chooses to employ a county engineer on a part-time basis the terms of such employment shall be set forth in a contract adopted by resolution of the legislative authority. Such contract shall specify, but need not be limited to: Statement of legal responsibility, salary or wage arrangements, meetings with the legislative authority, travel expenses and relationship with regular employees. A copy of such resolution and contract shall be forwarded to the office of the county road administration board.

When the legislative authority chooses to contract with another county for services such contract shall be approved by resolution of both legislative authorities. Such contract shall specify, but need not be limited to: Statement of legal responsibility, salary or wage arrangements, meetings with the legislative authority, travel expenses and relationship with regular employees. A copy of the contract and both resolutions shall be forwarded to the office

of the county road administration board. Any such contract shall be in accordance with the procedures of the Interlocal Cooperation Act, chapter [39.34](#) RCW.

[Statutory Authority: Chapter [36.79](#) RCW. WSR 02-18-018, § 136-12-070, filed 8/22/02, effective 9/22/02; WSR 99-01-021, § 136-12-070, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-12-070, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW [36.78.080](#). WSR 90-07-074 (Order 74), § 136-12-070, filed 3/21/90, effective 4/21/90; Order 13, § 136-12-070, filed 12/26/69.]

136-12-080

Assistant county engineer in counties with a part-time county engineer or a contract county engineer.

When a legislative authority of a county chooses to employ a licensed professional civil engineer on a part-time basis or contract with another county for the services of its licensed professional civil engineer, it shall designate by resolution a full-time employee as assistant county engineer. In such cases, the designated assistant county engineer shall perform the day to day supervision of the road department under the county engineer in accordance with policies established by the legislative authority.

[Statutory Authority: Chapter [36.79](#) RCW. WSR 02-18-018, § 136-12-080, filed 8/22/02, effective 9/22/02. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-12-080, filed 8/12/96, effective 9/12/96. Statutory Authority: RCW [36.78.080](#). WSR 90-07-074 (Order 74), § 136-12-080, filed 3/21/90, effective 4/21/90; Order 13, § 136-12-080, filed 12/26/69.]

Chapter 136-18 WAC

STANDARDS OF GOOD PRACTICE—CONSTRUCTION BY COUNTY FORCES

[Chapter Listing](#)

WAC Sections

- [136-18-010](#) Purpose and authority.
- [136-18-020](#) Definitions.
- [136-18-030](#) Authorization of construction by county forces projects.
- [136-18-035](#) Special construction by county forces limit for electrical and traffic control projects.
- [136-18-060](#) Construction by county forces project records.
- [136-18-064](#) Preconstruction publication requirements.
- ~~[136-18-070](#) Special reporting construction by county forces project to the county road administration board.~~
- [136-18-080](#) Review of construction by county forces compliance by the county road administration board.
- [136-18-085](#) Determination of construction by county forces compliance by the county road administration board.
- [136-18-090](#) Action on construction by county forces compliance by the county road administration board.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

- 136-18-040 Location of projects. [Order 27, § 136-18-040, filed 1/27/76.] Repealed by WSR 79-01-098 (Order 35), filed 1/3/79. Statutory Authority: Chapter [36.78](#) RCW.
- 136-18-050 Construction limitations. [Statutory Authority: Chapter [36.78](#) RCW. WSR 79-01-098 (Order 35) 136-18-050, filed 1/3/79; Order 27, § 136-18-050, filed 1/27/76.] Repealed by WSR 80-16-019 (Order 39), filed 10/29/80. Statutory Authority: Chapter [36.78](#) RCW.

136-18-010

Purpose and authority.

Chapter [36.77](#) RCW provides for the construction and improvement of county roads by contract, by construction by county forces or by a combination of construction by county forces and contract. The purpose of this standard of good practice is to assure that all construction by county forces construction work is accomplished within statutory limitations.

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-010, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 99-01-021, § 136-18-010, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-18-010, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter [36.78](#) RCW. WSR 80-16-019 (Order 39), § 136-18-010, filed 10/29/80; Order 27, § 136-18-010, filed 1/27/76.]

136-18-020

Definitions.

For purposes of implementing statutory requirements relative to construction by county forces, the following definitions shall apply:

(1) Construction - The building of a new road facility or improvement of an existing facility to a higher geometric or structural standard.

(2) Construction by county forces - Construction work performed by personnel carried on the county payroll using county owned, leased or rented equipment.

(3) Authorization date - The date that construction is authorized.

(4) Start of construction - The date that construction work commences.

(5) End of construction - The date that construction work is completed.

(6) Completion date - The date on which a county road project is closed in the accounting records.

(7) Estimated construction costs - The county engineer's estimate of the cost of contemplated construction work, not including preliminary engineering and right of way acquisition costs.

(8) Estimated project costs - The county engineer's estimate of the cost of engineering, right of way acquisition, and construction.

(9) True and complete construction costs - The accounting record of all construction costs attributed to a county road project from the authorization date to the completion date.

(10) True and complete project costs - The accounting record of all engineering, right of way acquisition, and construction costs attributed to a county road project from the authorization date to the completion date.

(11) Construction by county forces road project - Construction by county forces authorized by action of the county legislative authority in those counties where a cumulative dollar limit applies to all construction by county forces.

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-020, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW and SSB 5733. WSR 01-24-074, § 136-18-020, filed 12/3/01, effective 1/3/02. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-18-020, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter [36.78](#) RCW. WSR 80-16-019 (Order 39), § 136-18-020, filed 10/29/80; WSR 79-01-098 (Order 35), § 136-18-020, filed 1/3/79; Order 27, § 136-18-020, filed 1/27/76.]

136-18-030

Authorization of construction by county forces projects.

Every proposed construction by county forces road project shall be a part of the county's annual construction program as defined in RCW [36.81.130](#) and WAC [136-16-020](#). Additions to the program, and/or substitutions in the program, may be made by unanimous action of the county legislative authority at any time as provided in RCW [36.81.130](#). No construction work shall be done on any project until it has been authorized by resolution of said authority. The resolution shall include:

(1) A brief description of the project;

(2) A vicinity map showing the location of the project and its limits, provided that in lieu of individual vicinity maps, a single vicinity map showing the location of all projects may be included with the resolution adopting the annual program;

(3) Identification of the project in terms of the officially adopted annual program;

(4) The county engineer's estimate of construction costs prepared pursuant to the completion of such preliminary engineering; and

(5) Construction plans as shall be necessary and sufficient.

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-030, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 99-01-021, § 136-18-030, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-18-030, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter [36.78](#) RCW. WSR 80-16-019 (Order 39), § 136-18-030, filed 10/29/80; WSR 79-01-098 (Order 35), § 136-18-030, filed 1/3/79; Order 27, § 136-18-030, filed 1/27/76.]

136-18-035

Special construction by county forces limit for electrical and traffic control projects.

Projects that consist of electrical and traffic control work are subject to the specific construction by county forces limits as set forth in RCW [36.77.065](#).

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-035, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 99-01-021, § 136-18-035, filed 12/7/98, effective 1/7/99.]

136-18-060

Construction by county forces project records.

All construction by county forces project cost records shall be kept in the manner prescribed by the BARS manual. Records of quantities shall be kept in a manner consistent with original project estimates. The project records shall contain, but shall not be limited to, the following:

(1) Dated authorizing resolution;

(2) Vicinity map showing project location and limits;

(3) County engineer's estimate;

(4) Affidavit of preconstruction publication required by RCW [36.77.070](#);

(5) Documentation of start and end of construction dates;

(6) Affidavit of post-construction publication showing true and complete project cost as required by RCW [36.77.070](#).

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-060, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 99-01-021, § 136-18-060, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-18-060, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter [36.78](#) RCW. WSR 79-01-098 (Order 35), § 136-18-060, filed 1/3/79; Order 27, § 136-18-060, filed 1/27/76.]

136-18-064

Preconstruction publication requirements.

The preconstruction publication required by RCW [36.77.070](#) may be made at any time subsequent to the adoption of the annual road construction program by the county legislative authority, but no later than the commencement of construction by county forces on the project or projects. The publication shall include a brief description of each project and the county engineer's estimate of each project cost showing right of way acquisition, preliminary engineering, contract work (if any) and work by construction by county forces.

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-064, filed 11/9/09, effective 12/10/09; WSR 85-11-054 (Order 59), § 136-18-064, filed 5/17/85.]

136-18-070

Special reporting construction by county forces project to the county road administration board.

~~Each county engineer shall submit to the county road administration board a copy of each resolution authorizing a special reporting construction by county forces road project whose estimated construction cost exceeds seventy five percent of the construction by county forces limit. Upon completion of each of these projects, or no later than March 1st of the succeeding year, the county engineer shall furnish to the county road administration board a copy of the record of true and complete construction costs. On any project where true and complete construction costs have exceeded the statutory construction by county forces limit, the county engineer shall also provide to the county road administration board an explanation of the circumstances resulting in such over expenditure.~~

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-070, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 99-01-021, § 136-18-070, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-18-070, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter [36.78](#) RCW. WSR 80-16-019 (Order 39), § 136-18-070, filed 10/29/80; WSR 79-01-098 (Order 35), § 136-18-070, filed 1/3/79; Order 27, § 136-18-070, filed 1/27/76.]

136-18-080

Review of construction by county forces compliance by the county road administration board.

The executive director of the county road administration board shall have authority to investigate cases of apparent violations of construction by county forces limits and prepare a listing of all such projects for which actual expenditures have exceeded the statutory construction by county forces limit during the previous calendar year for review by the county road administration board at its second regular meeting of each calendar year.

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-080, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 99-01-021, § 136-18-080, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-18-080, filed 8/12/96, effective 9/12/96. Statutory Authority: Chapter [36.78](#) RCW. WSR 80-16-019 (Order 39), § 136-18-080, filed 10/29/80; Order 27, § 136-18-080, filed 1/27/76.]

136-18-085

Determination of construction by county forces compliance by the county road administration board.

At its second regular meeting of each calendar year, the county road administration board shall determine if any county has unreasonably exceeded its statutory construction by county forces limit for the preceding calendar year, as indicated in RCW [36.77.065](#). In determining what is unreasonable, the county road administration board shall consider the following:

(1) Did the county provide prior notification of the possible construction by county forces limit violation in writing to the county road administration board?

(2) What is the amount of the excess construction by county forces expenditure compared to the total annual county road construction expenditure for the same time period?

(3) Are there extenuating circumstances beyond the control of the county that resulted in exceeding the statutory construction by county forces limit?

(4) What is the past record of the county regarding construction by county forces compliance?

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-085, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 02-18-019, § 136-18-085, filed 8/22/02, effective 9/22/02.]

136-18-090

Action on construction by county forces compliance by the county road administration board.

Determination by the county road administration board that a violation of RCW [36.77.065](#) has occurred shall be cause for issuance of a conditional certificate of good practice by the board as specified in WAC [136-04-060](#) on behalf of the county in which the violation occurred. The first condition of such a conditional certificate of good practice shall be that the county be required, at the next regular or special meeting of the county road administration board, to show cause why a certificate of good practice should not be denied to that county.

[Statutory Authority: Chapter [36.78](#) RCW. WSR 09-23-044, § 136-18-090, filed 11/9/09, effective 12/10/09. Statutory Authority: Chapter [36.79](#) RCW. WSR 99-01-021, § 136-18-090, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW [36.78.070](#) and [36.79.060](#). WSR 96-17-013, § 136-18-090, filed 8/12/96, effective 9/12/96; Order 27, § 136-18-090, filed 1/27/76.]

Jan 2017 -- CRABoard

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

County Visits

Stevens - 11/10
Thurston - 1/24

Other meetings and activities

WSACE / Professional Development Conference planning - 11/2, 11/30, 1/6
SAO / WSDOT financial reporting - 11/7, 12/20
WSAC/WSACE Conference (Spokane) - 11/16 & 17
SAO / LGAC - 11/30

Office of the County Engineer Training

3-day training held at CRAB, Dec. 6-8, with 12 participants, representing 9 counties

Customized training held in Davenport, Nov. 8 & 9, for Lincoln, Adams, Ferry, Grant, and Whitman counties, with 14 participants

Benton County has asked for a customized training be presented sometime during March or April, with other counties likely to be invited

County Ferry Capital Improvement Program (CFCIP)

See also supplemental information (following two pages)

- Originally created -- 1991
 - RCW 47.56.725 (4)
 - WAC 136-400
 - First project approved -- Pierce County -- 1992/93
 - 2nd round of projects considered and approved (Pierce, Wahkiakum, and Whatcom) -- 2006/07
 - WAC 136-400 amended in 2008 to:
 - Add language associated promoting creation of a Ferry District (2006 amendment to RCW 36.54.110)
 - Establish a financial limit to a county's financial request
 - Limit potential project requests to once every four years, and only for counties not already holding an agreement
- A decision to provide funding is entirely discretionary on the part of the CRABoard and the Legislature
- The program is funded by a diversion of a portion of the general county fuel tax revenue prior to distribution to the 39 counties

County Ferry Capital Improvement Program (CFCIP) - WAC 136-400 Project Application Guidance

General:

The following CFCIP project application guidance summary is not intended to replace or otherwise amend the language of WAC 136-400. Implementation of the CFCIP, including all critical dates and performance standards, will be based entirely on the current version of WAC 136-400.

The CRABoard reserves to itself the exercise of discretion as allowed in WAC 136-400.

County Eligibility:

- Counties eligible to apply for county ferry capital improvement funds are Pierce, Skagit, Wahkiakum, and Whatcom.
- For the project to be eligible it must be included in both the county's six-year transportation program and its ferry system fourteen-year long range capital improvement plan.
- Any county holding an approved and executed county ferry capital improvement program contract is ineligible to submit a project funding application for additional ferry capital improvement funds until the existing contract is fully performed or has been mutually terminated.

Eligible Projects:

- ❖ Purchase of new vessels
- ❖ Major vessel refurbishment (e.g., engines, structural steel, controls) that substantially extends the life of the vessel
- ❖ Facility refurbishment/replacement (e.g., complete replacement, major rebuilding or redecking of a dock) that substantially extends the life of the facility
- ❖ Installation of items that substantially improve ferry facilities or operations
- ❖ Construction of infrastructure that provides new or additional access or increases the capacity of terminal facilities

Project Development Calendar and Procedural Steps:

Year A = 2016, 2020, 2024, etc.

Year B = 2017, 2021, 2025, etc.

Year C = 2018, 2022, 2026, etc.

Year D = 2019, 2023, 2027, etc.

Note: The following procedural steps require an affirmative action to take place in order for the subsequent step to proceed

Year A (or earlier) actions:

- Project planning and engineering adequate for:
 - o inclusion in 6-year and 14-year documents and their adoption
 - o creation of a county ferry district (subject to counties financial plan)
 - o submission of project funding request to the Public Works Board or any other available revenue source

Year B actions:

- County requests CRABoard to issue call for projects at Spring meeting
- CRABoard may act on a call for projects at the Spring meeting, but must act on request no later than Summer meeting
- If a call for projects is approved, project applications must be submitted no later than December 31st

Year C actions:

- Technical Review Committee completes its review and develops a written report no later than 30 days prior to the CRABoard Spring meeting
- CRABoard reviews the committee report and may act at the Spring meeting, but must act no later than Summer meeting
- If approved by the CRABoard, a CFCIP project funding request is included in the CRAB agency biennial budget request submitted late summer

Year D actions:

- State Legislature reviews CRAB CFCIP budgetary request
- If approved by the Legislature and Governor, CFCIP funds available for project expenditures beginning July 1st, or upon execution of the CRAB/County contract, whichever occurs last

CFCIP Project Cost Sharing:

County Ferry District	County / Other (*)	CFCIP (*)
Greater than 30%	0%	Remaining project balance (less than 70%)
Greater than 5%, but less than or equal to 30%	20% minimum	Less than or equal to 50%
Less than or equal to 5%	65% minimum	Less than or equal to 30%
No District	65% minimum	Less than or equal to 30%

(*) - CFCIP maximum project share is \$10,000,000 per project and \$500,000 per year cost reimbursement

COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT

Prepared by Derek Pohle, PE

Reporting Period: November 2016 through January 2017

STANDARDS OF GOOD PRACTICE

Vacancy in Position of County Engineer:

Grays Harbor County – Joe Seet, PE served his last day as the Grays Harbor County Engineer on an unknown date prior to October 31, 2016. The County informed the CRABoard of the appointment of Rob Wilson, PE as County Engineer on October 31, 2016 in reasonable compliance with WAC 136-12.

Stevens County – Jim Whitbread, PE served his last day as the Stevens County Engineer on December 15, 2016. The County informed the CRABoard of the vacancy on December 20, 2016 in accordance with WAC 136-12. The county has named Assistant County Engineer, Jason Hart, as the Acting County Engineer while they recruit for a new County Engineer.

County Audits – For Fiscal Year 2015

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

Skamania County: CRAB staff has been monitoring a continuing Finding which effects the Road Fund. For at least four 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. SAO reports this issue only partially resolved per the 2015 audit. CRAB staff continues to support county Public Works staff on a consultative basis.

December 31, 2016 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.

This was the first reporting to CRAB by the counties through the new online reporting tool C.A.R.S. The system worked surprisingly well and the counties took right to the new application. Thank you to Eric Hagenlock, Kathy O'Shea, and Jim Oyler for their hard work on this.

All the above forms and reports required to be submitted to CRAB by December 31, 2016 in order to maintain the Standards of Good Practice have been submitted on time by 38 of the 39 counties. Clallam County, due to a personnel issue, requested an extension and was granted until January 6 to submit one outstanding submittal. That deadline was not met but did submit on January 10.

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 31 of each calendar year. For 2016, 36 of 39 counties were compliant as required with the three remaining counties, Ferry and Garfield becoming compliant on the sixth and ninth respectively, and Clallam on the 18th.

County Road Log

RCW 46.68.124(2) provides that the county road administration board shall maintain the county road log for the purpose of computing estimated county road replacement costs and estimated annual maintenance costs for county fuel tax allocations. It further provides that each county shall submit changes, corrections, additions, and deletions (i.e., "updates") to the county road administration board which in turn are subject to validation prior to inclusion in the road log maintained by the county road administration board. This chapter describes the manner in which the county road administration board will administer this responsibility.

All counties are required by WAC 136-60 to maintain an accurate and up to date inventory of their county road systems, the Road Log. CRAB became aware in June of 2015 that Okanogan County had some significant issues with the validity of their Road Log. The County was given the expectation by the Executive Director that they adopt a valid Road Log by December 31, 2016. The County failed to make that deadline.

Per the SAO's recommendation, I hereby certify that I have reviewed all of the above compliance reporting with the Deputy Director.

Proposed WAC Rule Updates

Chapter 136-12 WAC – Vacancy in Position of County Engineer

Chapter 136-18 WAC – Construction by County Forces

Staff recommends that the CRABoard set a Public Hearing date and time for the April 27th CRABoard meeting to consider the proposed amendments to WAC 136-12 Vacancy in Position of County Engineer, and the elimination of WAC 136-18-070, as presented.

OTHER ACTIVITIES OF THE C&DA MANAGER

- Work with Jeff Monsen on SAO/WSDOT reporting consolidation
- County Engineers Training at Lincoln County, 4 counties in attendance
- Informal county visit to Stevens County, CE vacancy
- SW, NE, SE, Regional RAP meetings.
- WSAC/WSACE County Leaders conference – Spokane, WA.
- County Engineers Training Dec 6-8, trainer.
- WSAC Culvert project
- Interview panel for Network Systems Manager
- CLCF notice to counties
- Review of all required December 31, 2016 report submittals in the CARS system