

CRABoard Meeting
January 28, 2021
Olympia, Washington
via Zoom



2404 Chandler Court SW, Suite 240
Olympia, WA 98502
360-753-5989
www.crab.wa.gov



September 18, 2020

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

Mr. Koster:

The Board of Directors of the Washington State Association of Counties (WSAC) appoints the following to the County Road Administration Board:

- Brad Peck, Franklin County Commissioner (30,000 – 150,000 pop., Elected)

Commissioner Peck will be taking over the term effective January 1, 2021 in place of Commissioner Koch who will be ending his role as a County Elected Official.

If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or danderson@wsac.org.

Sincerely,

Eric B. Johnson
Executive Director
Washington State Association of Counties

cc:

Brad Peck, Franklin County Commissioner



AGENDA

County Road Administration Board
 January 28, 2021
 CRAB Office - Olympia, Washington
 via Zoom

1:00 PM

1 Call to Order

2 Chair's Report - Brian Stacy, PE

- A. Introduce Franklin County Commissioner Brad Peck
- B. Approve January 28, 2021 Agenda
- C. Approve Minutes of October 29, 2020 CRABoard Meeting

Info	Enclosure
Action	Enclosure
Action	Enclosure

3 Executive Director's Report - John Koster

- A. Staff Updates
- B. 2020 Annual Report
- C. Director's Activities

Info	
Info	
Info	

4 Rural Arterial Program - Steve Johnson, PE

- A. Program Status Report
- B. Regional Meetings Update
- C. Resolution 2021-001 - Apportion RATA Funds to Regions
- D. Project Request Actions Taken by Staff
- E. Wahkiakum County Project Request - Lapsing Extension

Info	Enclosure
Info	Enclosure
Action	Enclosure
Info	Enclosure
Action	Enclosure

2:00 PM

5 Public Hearing - Drew Woods, PE

- A. WAC 136-500-080 - Emergency Loan Program payback terms

Action	Enclosure
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6 Deputy Director's Report - Drew Woods, PE

- A. Current Budget Status
- B. 2019-21 Supplemental / Governor's Submittal
- C. 2021-23 Budget / Governor's Submittal
- D. Deputy Director's Report

Info	Enclosure
Info	
Info	
Info	Enclosure

7 WSACE Report - Jane Wall, Managing Director

Info	
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8 Staff Reports

- A. Information Services - Eric Hagenlock
- B. Engineering & Administrative Support - Derek Pohle, PE
- C. Design & UAS Systems - Brian Bailey

Info	Enclosure
Info	Enclosure
Info	Enclosure

9 Executive Director Recruitment Process - Brian Stacy, PE

Info	Enclosure
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10 Possible Executive Session - Personnel

Info	
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ADJOURN

Chair: _____

Attest: _____

Minutes
County Road Administration Board
October 29, 2020
Zoom participation available

Members Present: Brian Stacy, PE, Pierce County Engineer, Chair
Lisa Janicki, Skagit County Commissioner, Second Vice-Chair
Bob Koch, Franklin County Commissioner
Randy Ross, Grays Harbor County Commissioner

Members Present Rob Coffman, Lincoln County Commissioner, Vice-Chair
Via Zoom: Al French, Spokane County Commissioner
Grant Morgan, PE, Garfield County Engineer
Mark Storey, PE, Whitman County Engineer

Member Absent: Kathy Lambert, King County Councilmember

Staff Present: John Koster, Executive Director
Drew Woods, PE, Deputy Director
Eric Hagenlock, Information Services Division Manager
Karen Pendleton, Executive Assistant
Rhonda Mayner, Secretary
Steve Johnson, PE, Grant Programs Manager
Randy Hart, PE, Grant Programs Manager
Derek Pohle, PE, Engineering & Admin Support Manager
Brian Bailey, Design Systems and UAS Program Manager
Mike Clark, Road System Inventory Manager
Cameron Cole, GIS Administrator
Donna Quach, Lead Application Developer
Toni Shadley, Transportation Tech

Guests via Zoom: Charles Eaton, PE, Columbia County Engineer/PWD
Charles Amerein, Columbia County Commissioner
Craig Erdman, PE, Franklin County Engineer
Jane Wall, WSACE Managing Director
Brad Peck, Franklin County Commissioner
Will Knedlik, visitor

CALL TO ORDER

Chair Stacy called the meeting to order at 10:00 am. He requested that all virtual attendees mute their audio unless speaking, and that everyone silence their electronics.

CHAIR'S REPORT

Approve October 29, 2020 Agenda

Commissioner Ross moved and Commissioner Koch seconded to approve the agenda as submitted. **Motion carried unanimously.**

Approve Minutes of July 30, 2020 CRABoard Meeting

Commissioner Koch moved and Commissioner Ross seconded to approve the minutes of the July 30, 2020 CRABoard Meeting. **Motion carried unanimously.**

Set 2021 CRABoard Meeting Dates

Chair Stacy noted that staff is presenting two options for future meeting dates, either staying with the traditional two-day meeting format, or changing to one-day only meetings.

Following questions and discussion, the Board opted to continue to schedule two-day meetings. Commissioner Ross moved and Second Vice-Chair Janicki seconded to set the 2021 meeting dates as January 28-29, April 29-30, July 29-30, and October 28-29.

Motion carried unanimously.

EMERGENCY LOAN PROGRAM REQUESTS

Mr. Johnson noted that typically these requests would be reviewed and possibly approved by the Executive Director, as authorized by WAC 136-500-090. However, due to the receipt of a request for additional funds from Columbia County, which requires Board approval, staff is requesting that the CRABoard weigh the merits of both requests to determine the amount of funding and loan terms for one or both requests.

Columbia County

Mr. Johnson reported that Columbia County experienced significant flooding in early 2020 and requested a \$1,000,000 loan from CRAB's Emergency Loan Program (ELP). The Executive Director approved a \$500,000 loan contract which was executed in March 2020. The funds have been transferred and put to use in the emergency response.

The total damage assessment is \$7,200,000. Columbia County will be responsible for \$1,300,000 if all anticipated funding is received. WAC 136-500-090 allows the County to request additional ELP funding, beyond what was originally awarded. The maximum additional request amount is limited to the remaining funds in the account, which is \$511,782.81.

The additional ELP fund request will be used for gap financing for the flood repairs until FEMA and FHWA funding becomes available, cover flood repair costs not covered by federal agencies, and provide match funding for outside funding reimbursements, which are allowable uses per WAC.

Mr. Johnson also noted that Columbia County has requested that this additional loan contract, if awarded, have a 36-month payback schedule to assist with cash flow limitations. Currently the county is budgeting for a reduction of \$1,800,000 over the next two years out of an operations and administration budget of \$3,600,000 per year. The extension of the new loan to a three year period will alleviate further reductions, except for a 14% reduction in the third year. This assumes no additional COVID revenue reductions beyond 2020.

Columbia County currently has five active RAP-funded projects. Several projects have been delayed due to factors that include the flooding disaster and its repercussions. The request for additional emergency loan funds by Columbia County meets the requirements of WAC 136-500 with the exception of the payback terms. WAC 136-500-080 states that any loan funded through this program shall have a term not to exceed twenty-four months.

Mr. Johnson reported that staff supports Columbia County's emergency loan request, but defers to the Board for a decision regarding the payback term and loan amount.

He introduced Mr. Eaton and Commissioner Amerein, who provided further information to the Board.

The Board asked to hear the Franklin County request before taking any action.

Franklin County

Commissioner Koch recused himself from discussion and voting on the Franklin County request.

Mr. Johnson reported that on September 6-7, 2020, a wildland fire burned through the east portion of Franklin County, causing significant damage to Burr Canyon Road, including the loss of approximately 13,000 linear feet of guardrail and the destruction of a small span structure.

The estimated cost to repair this damage is \$1,450,000. In order to support the County's response efforts, Franklin County has requested ELP funding to be used for temporary and permanent repairs to the damage caused by the wildland fire.

Mr. Johnson noted that staff also supports Franklin County's emergency loan request, but defers to the Board regarding the loan amount to provide, due to multiple loan requests and insufficient total funding.

He introduced Mr. Erdman, who gave further information to the Board.

Following questions and discussion, Mr. Storey moved and Commissioner Ross seconded to loan Franklin County \$200,000 and to loan Columbia County the remainder of the funds in the account, both with a 24 month payback term. **Motion carried unanimously, with Commissioner Koch recused.**

Staff will finalize the resolutions for the two ELP requests and bring them back to the Board for adoption.

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Johnson reviewed the Rural Arterial Program status report, noting that 1,097 of

1,223 projects have been completed, and 13 are awaiting closeout. Anticipated revenue to the end of the 2019-21 biennium is \$646,727,559. RAP expenditures to date total \$615,632,469. RAP obligations remaining to active projects through the 2019-2021 biennium total \$134,054,651. The RATA fund balance as of September 30 was \$15,785,255.

Revenue has been significantly reduced due to decreased fuel sales. However, county projects were also slowed down, so the RAP balance has not drawn down as far as expected. Counties are being encouraged to proceed with construction when possible.

Mr. Johnson shared some before and after views of recently completed projects.

Resolution 2020-008 - Apportion RATA Funds to Regions

Mr. Johnson presented Resolution 2020-008 - Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$3,912,435 deposited to the RATA for July, August and September 2020 be apportioned to the regions by the established 2019-21 regional percentages after setting aside \$192,543 for administration.

Following questions and discussion, Commissioner Koch moved and Commissioner French seconded to approve Resolution 2020-008 - Apportion RATA Funds to Regions. **Motion carried unanimously, with Commissioner Ross abstaining as he was out of the room during the discussion.**

Columbia County Project Request

Mr. Johnson reported that Columbia County has requested an additional construction time extension for the RAP funded Lower Hogeye Road project. The project will currently lapse on April 18, 2021. The county has already received a two year construction time extension. WAC 136-167-040 (5) allows that "The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary." The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 18, 2023.

Mr. Johnson gave a brief summary of the project's background and development to date. If the extension is not granted, Columbia County will have until April 18, 2021 to bring this project to the construction phase, or withdraw the project.

Staff recommends an additional construction lapsing extension of Columbia County's Lower Hogeye Road RAP project to April 18, 2023.

Mr. Eaton provided further information on the request.

Following questions and discussion, Mr. Storey moved and Second Vice-Chair Janicki seconded to approve an additional construction lapsing extension of Columbia County's Lower Hogeye Road RAP project to April 18, 2023. **Motion carried unanimously.**

Proposed Technical Changes to WAC 136-500

Mr. Johnson presented staff's proposed change to WAC 136-500-080, specifying that the interest charged on a loan from the Emergency Loan Program be calculated as simple interest. He noted that if the Board concurs, the next step is for the Board to set a Public Hearing on the matter and for staff to file a CR-102 with the Office of the Code Reviser.

The Board raised the question of amending the WAC to extend the 24-month term of repayment.

Following questions and discussion, the Board tabled the matter for staff to draft a new proposal.

2021-23 RAP Priority Array Review

Mr. Johnson presented the proposed arrays for each of the five RAP regions, noting that the counties submitted 135 preliminary proposals on March 2, 2020. CRAB engineering staff field reviewed these preliminary submittals in the spring of 2020 with the county engineer or responsible staff to evaluate surface conditions and discuss overall scope of each of the proposals.

Mr. Johnson reported that 75 final prospectuses were received from the counties on September 1, 2020 requesting \$103,132,800 in RATA funding in the 2021-2023 biennium. In comparison, 79 prospectuses requested \$110,054,200 in the current biennium.

The estimated revenue for the 2021-2023 biennium is \$45,000,000, which includes \$4,844,000 Connecting Washington funding. Including the Connecting Washington funding, though not codified in CRAB's budget, in the estimate for the call for prospectuses ensures the Board has a large array that can direct all potential funding to the most competitive projects in each region.

CRAB staff will review the 2021-2026 Six Year Program submittals for each county early in January to assure proposed RAP projects are included in those programs.

RATA Fund Balance Review

Mr. Woods gave a brief presentation outlining how current financial trends may affect the RATA fund balance in the near future. He noted that the Board should still be able to approve some funding for the next proposed array of projects. Current reimbursement schedules could result in CRAB having to delay reimbursements to counties in 2021 and 2022.

Chair Stacy called a 20 minute recess to allow the Board and staff to prepare for the working lunch. The meeting resumed at noon.

WSACE UPDATE

Ms. Wall reported that the WSACE has been working on their priorities for the upcoming legislative session. They have updated their Statement of Policy to identify the possible transportation revenue sources they would or would not support. They will support a replacement for the MVFT if it is constitutionally protected by the 18th amendment. She noted that the current plan is for the legislative session to be held virtually rather than in person.

Ms. Wall has been attending several listening sessions and workgroups held by Representative Fey and Senator Saldana regarding transportation funding. She noted that Senator Hobbs has been largely absent from legislative service since March, due to his responsibilities with the National Guard.

She reported that the County Leaders' Conference November 18-20 will be held virtually. The WSACE will have its own track at the conference, with breakout sessions and a roundtable discussion. That same week, the counties will be presenting to the Joint Transportation Committee.

TABLED ITEMS

Resolution 2020-009 Franklin County Emergency Loan Request

Commissioner Ross moved and Second Vice-Chair Janicki seconded to approve Resolution 2020-009 Franklin County Emergency Loan Request, which offers the county an emergency loan of \$200,000, to be paid back over 24 months at simple interest. **Motion carried unanimously, with Commissioner Koch recused.**

Resolution 2020-010 Columbia County Emergency Loan Request

Second Vice-Chair Janicki moved and Commissioner Ross seconded to approve Resolution 2020-010 Columbia County Emergency Loan Request, which offers the county an emergency loan of the remaining amount available in the fund as of October 31, 2020, to be paid back over 24 months at simple interest. **Motion carried unanimously.**

Technical Changes to WAC 136-500

Commissioner Ross moved and Commissioner Koch seconded to add language to WAC 136-500 to specify that loan interest will be charged as simple interest; to add language allowing a county currently receiving a loan from the ELP to petition the Board to extend the length of payback term; and to set a Public Hearing on the changes for January 28, 2021 at 2:00 pm. **Motion carried unanimously.**

EXECUTIVE DIRECTOR'S REPORT

Approve Annual Certification Form

Mr. Koster presented the Annual Certification Form for Calendar Year 2020, noting that there were no changes other than updating dates.

Following questions and discussion, Commissioner Ross moved and Second Vice-Chair Janicki seconded to approve the Annual Certification Form for Calendar Year 2020. **Motion passed unanimously.**

Director's Activities

Mr. Koster reported on his activities since the July 2020 CRABoard Meeting.

DEPUTY DIRECTOR'S REPORT

Current Budget Status

Mr. Woods reported that the agency is on track to end the biennium with a \$500,000 surplus. Staff plans to identify items such as software license renewals that could be purchased early, therefore saving funds in the next biennium. He reminded the Board that any unused funds at the end of the biennium are returned to the counties through RAP and CAPP.

2019-21 Supplemental Budget Request

Mr. Woods noted that staff submitted a request for \$122,000 to assist in the five retirement payouts occurring in this fiscal year.

2021-23 Budget Submittal

Mr. Woods reported that the agency has requested approximately \$61,000,000 for RAP, which includes \$4,800,000 in Connecting Washington funds and \$600,000 in electric vehicle licensing fees. A request was made for approximately \$46,000,000 for CAPP, which includes \$3,000,000 in transfers from the Transportation Partnership Account and \$4,800,000 in Connecting Washington funds. Other requests included \$1,500,000 for the County Ferry Capital Improvement Program and a one-time deposit of \$10,000,000 to the Emergency Loan Program fund.

The Office of Financial Management asked all state agencies to identify potential cuts of 10% to the 2021-23 biennium if needed. Potential savings for CRAB include delaying the filling of two vacant positions and reducing information technology spending, as well as reduced travel expenses.

Mr. Woods noted that full documentation of both the 2019-21 Supplemental Budget Request and the 2021-23 Budget Submittal is available upon request, and also posted on the OFM website.

Deputy Director's Report

Mr. Woods noted that Kittitas County notified CRAB that Joshua Frederickson, P.E., has received his engineering license to practice in Washington State and thus assumed all of the duties of county engineer effective September 29.

He reported on official visits to Skagit County, Pacific County, Ferry County and Stevens County. Due to COVID-19, all other county contacts were by phone, email and virtual meetings.

Mr. Woods noted that on August 4, he and Mr. Koster were honored to present Paul Randall-Grutter from Skagit County with the County Engineer of the Year Award. Normally CRAB would present this award at the June WSACE conference.

He reviewed a list of his activities since the April 2020 CRABoard meeting.

ENGINEERING AND ADMINISTRATIVE SUPPORT SERVICES

Compliance Report

Mr. Pohle reported that Asotin County, Lincoln County and Pacific County are actively recruiting for the position of County Engineer. Both Asotin County and Lincoln County have hired Walt Olsen, PE, as the Interim County Engineer. Ferry County has appointed Nicole Norvell, PE, as their County Engineer.

Mr. Pohle noted that upon review of the organizational charts submitted by the counties in April as required by the Annual Certification form, the charts of five counties indicated potential noncompliance with regard to command and control of county road maintenance. Staff worked with those five counties to correct and/or modify their charts to come into compliance.

State Auditor's Report

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

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	28	7	3	Yes	No
<i>Accountability</i>	10	0	2	No	No
<i>Fraud</i>	1	1	0	No	No
<i>Performance</i>	1	0	0	No	No

EASS Report

Mr. Pohle reported on an official visit to Pacific County for consultation regarding their Public Works Director/County Engineer position. He also met with new County Engineers in Kitsap, Grant and Mason Counties. He logged 48 contacts with 24 counties, seven with other agencies, and two with the public since the July 2020 CRABoard Meeting.

Mr. Pohle noted that he is updating the manual for upcoming County Engineer's training. Classes are being offered in December and January. There will be reduced class size due to social distancing requirements.

He reported on his other activities since the July CRABoard meeting.

Information Systems

Mr. Hagenlock reported that all major projects are within scope and on budget. CRAB's largest project, GIS-Mo, has been slightly behind schedule since July, but with no expected impacts to Go-Live in January.

Staff has been working on CRAB's disaster recovery plan. He noted that to accomplish this effort successfully requires careful planning, rapid implementation, and sustainability.

He reported that the CRAB/FMSIB website migration to WaTech has completed development, testing, and training. Both agencies are working to update dependent applications before final migration. This effort will move 60%-70% of an employee's workload to WaTech and give all CRAB staff control over the agency's website content.

Mr. Hagenlock noted Office365 onboarding continues to progress, although not as quickly as staff would like. Staff will monitor systems and security workload and the potential need for additional resources.

He noted that the IT staff has been reorganizing their duties, with Mr. Young and Mr. Campbell absorbing database development duties in preparation for Ms. O'Shea's retirement in March. Staff is evaluating the needs for system and security support, has completed a 2021-2023 budget analysis and compiled their Strategic Plan Performance Measures.

Mr. Hagenlock noted that many major milestones have been reached in the Strategic Plans for GIS-Mo, the CRAB website, Office 365 migration, Cloud migration, and a new release for 2021-2023 call for projects in RAP Online.

He reported on ongoing system security updates and staff training and development.

Design and UAS Systems

Mr. Bailey noted that the contract for a \$101,000 grant from the Washington Traffic Safety Commission for the implementation of a Learning Management System (LMS) was finalized and the LMS has been implemented. CRAB and Eagle Point offered four LMS training webinars for county administrators and prepared two kick-off training webinars for users. The user kick-off training webinar was attended by 195 users, 36 of the counties have provided user databases totaling 560 users, the first day of operation saw 199 users log in, and users accessed 390 assets within the platform. He will monitor the usage of the portal and have reports for future Board meetings.

Mr. Bailey noted that no in-person learning has been held or is scheduled for this upcoming quarter due to lingering COVID concerns and restrictions.

He has assumed responsibility for production of training videos for the GIS-Mo rollout, a task previously headed by Jim Oyler, who retired in September.

Mr. Bailey reported that the UAS Program had its first official mission with the quad-copter on September 29, assisting Skagit County in collecting data on Francis Road. Staff has been in conversation regarding the use of the UAV for a variety of data collection tasks and plans to begin looking more closely at the feasibility of using the UAV for tasks that would bring value to the counties. These include roadway topography, such as the Francis Road Project, road rating and asset collection. Staff will assess the drone's current camera payloads and need for new equipment as necessary to accomplish the tasks. It is their intent to fund this endeavor through upcoming grants.

Executive Director Recruitment Timeline

Mr. Stacy presented a possible timeline for recruitment of a new Executive Director and the current position description. The Board determined that the Executive Team will review the position description and salary and make recommendations to the full Board. The Board will finalize the description and salary in November, advertise in January 2021, and interview in March. Mr. Koster will retire April 30, 2021, and the new director would begin on May 1.

New CRABoard Member

Chair Stacy welcomed Franklin County Commissioner Brad Peck, who has been appointed by WSAC to replace Commissioner Koch. He introduced himself to the Board.

Recognition Presentations

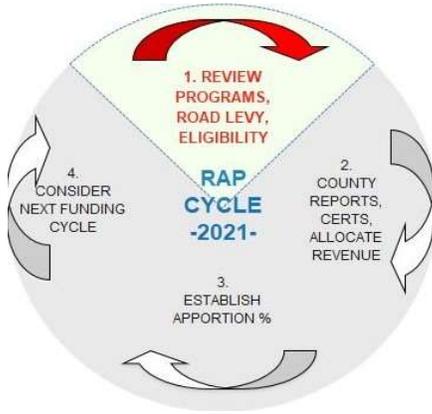
The Board and Mr. Koster presented Commissioner Koch and Mr. Hart with plaques recognizing and thanking them for their years of service to the CRABoard. Each honoree gave a brief speech.

Chair Stacy adjourned the CRABoard meeting at 1:56 p.m.

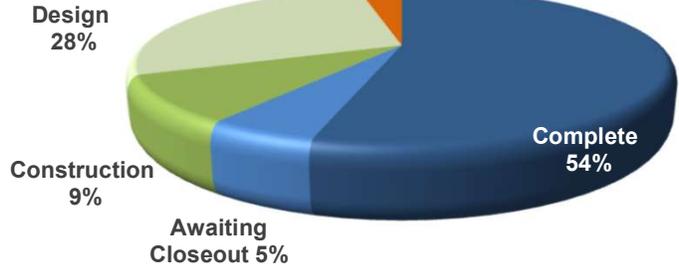
Chair

Attest

RURAL ARTERIAL PROGRAM
January, 2021



Projects Funded
2007 - 2020
No RATA Claimed 3%



PROJECT STATUS:

Billing Phase	'83-'07	'07-'09	'09-'11	'11-'13	'13-'15	'15-'17	'17-'19	Current Biennium '19-'21	TOTAL
Completed	958	44	37	2	37	15	8		1101
Awaiting Closeout			1		7	2	3	1	14
Some RATA paid	1		2		6	26	29	35	99
No RATA Paid							2	7	9
TOTAL	959	44	40	2	50	43	42	43	1223

FUND STATUS:

Anticipated Revenue to end of '19 - '21 Biennium:

Fuel tax receipts and interest through June, 2019	607,140,559
Estimated fuel tax receipts, interest and CW Transfers July 2019 thru June 2021	39,467,865
Total estimated revenue	646,608,424

RAP Expenditures to date:

To Completed Projects	569,585,277
To Projects in Design or Under Construction	40,985,482
Administration	12,893,137
Total RATA spent	623,463,896

RAP Obligations:

RATA Balance on Active Projects	94,364,441
RATA \$ yet to allocate to Partially funded projects -	31,410,138
Requests for reimbursement - pending	11,796
Estimated remaining administration through 2019- 2021 biennium	172,402
Total RATA obligated	125,958,777

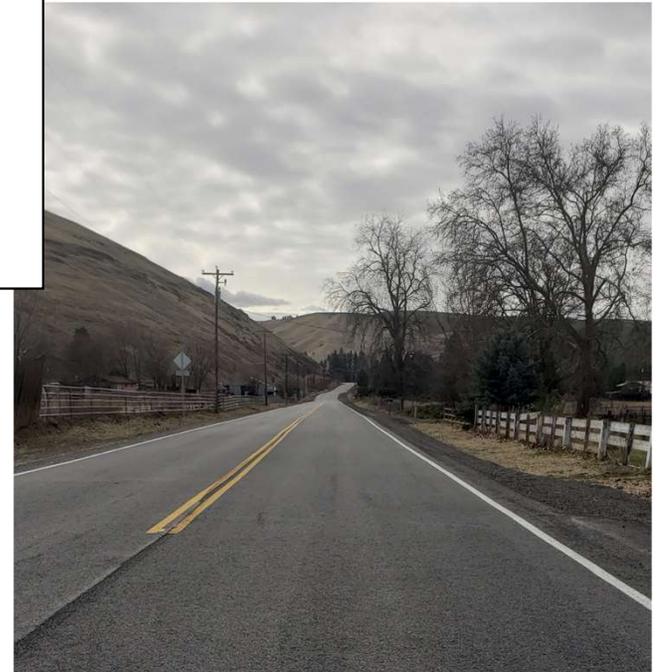
QTR 3 - 2020 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
October	\$15,785,254.75	2,188,124.97	\$217,131.33	(2,550,630.35)	41	(59,114.90)	\$15,580,765.80
November	\$15,580,765.80	\$1,880,183.92	\$13,603.18	(2,546,522.74)	23	(63,546.58)	\$14,864,483.58
December	\$14,864,483.58	\$1,515,722.34	\$12,266.54	(3,841,145.99)	73	(86,867.62)	\$12,464,458.85
TOTALS:		\$5,584,031.23	\$243,001.05	(8,938,299.08)	137	(209,529.10)	



Columbia County
South Touchet Road 3R -0710-01

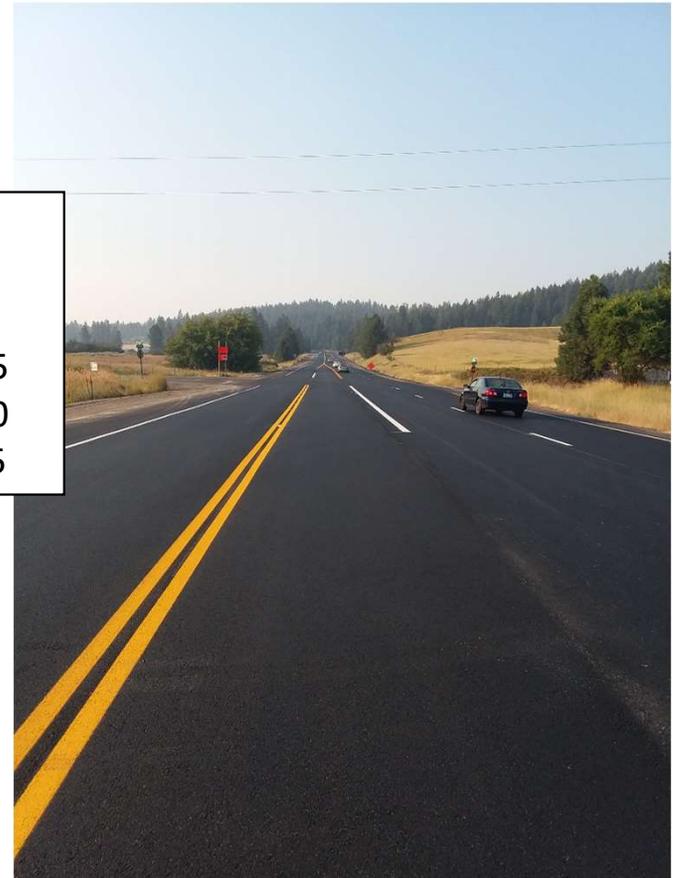
Total Project Cost: \$1,930,078
RAP Contribution: \$1,350,000
Local Contribution: \$ 580,078





Spokane County
Argonne Road 2R -3217-01

Total Project Cost: \$603,168.25
RAP Contribution: \$542,851.00
Local Contribution: \$ 60,317.25

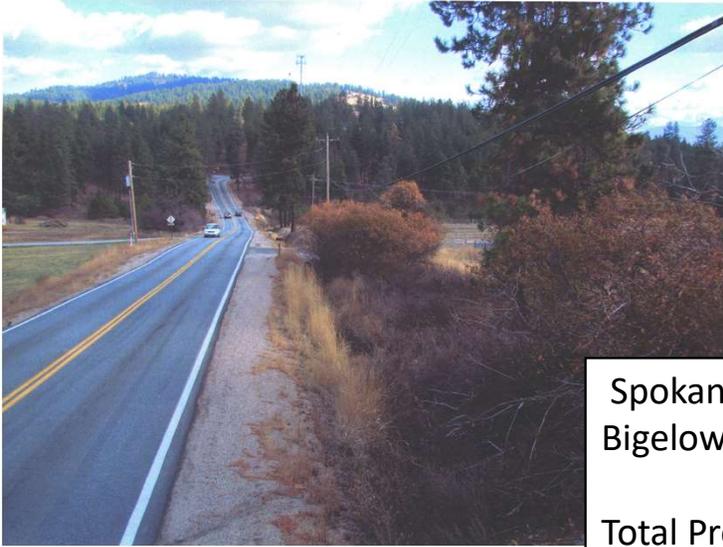




Spokane County
Forker Road RC -3210-01

Total Project Cost: \$12,215,66.82
RAP Contribution: \$5,000,000.00
Local Contribution: \$3,736,576.43
Other Contribution: \$3,479,090.39





Spokane County
Bigelow Gulch Phase 4 RC -3207-01

Total Project Cost:	\$18,512,819.12
RAP Contribution:	\$ 5,987,480.00
Fed Contribution:	\$ 7,265,227.00
Local Contribution:	\$ 3,260,112.12
Other Contribution:	\$ 2,000,000.00





Clark County
Pacific Highway Emergency Culvert Replacement EM
-0619-02

Estimated Cost: \$592,000
RATA Authorized: \$532,200

Awarded 2020 Project of the Year Award for
Emergency Project Less than \$5m

Also won Daily Journal of Commerce (Oregon) Top
Projects 2020 2nd Place for Infrastructure projects



By: scott.huish in TopProjects 2020 December 13, 2020 5:22 pm



Infrastructure

Pacific Highway Emergency Culvert Replacement

Submitting Company: Otak Inc.



County Road Administration Board – January 28, 2021

Regional RAP meetings update

Regional meetings were held in November and December, 2020. Topics covered:

- Funding and project status for the RAP program, as summarized on the RAP Program Status Report. Counties were encouraged to close out projects that have completed construction.
- RAP balance impacts and forecasts based on continued pandemic and shutdown effects. Revenue has been somewhat reduced, however many County projects were also slowed down, so the RAP balance did not draw down as far as expected. Counties were encouraged to continue project work as possible.
- Mike Clark reviewed the 2021 CAPP and MVFT revenue estimate
- Mike also reminded the Counties of the Mobility / GIS-Mo transition, emphasizing that CRAB staff will be ready for any technical assistance needed during the transition period.
- Reviewed the 2021-2023 project arrays, and reminded all counties to ensure that all CRAB projects, whether active or proposed, need to be on their 6-year Transportation Improvement Program list.
- Presented the RAP Online reimbursement schedule modification – unspent funds will no longer roll forward at the turn of the quarter. Instead, unspent funds will need to be rescheduled. County staff appeared to understand and support the change.
- Brief discussion of FLAP 2020 call for projects – applications were due December 2020, and are expected to be reviewed in early 2021.
- Reviewed all active projects for general status, specifically to assess timing for construction.
- Reviewed the Emergency Loan Program, updating all counties on the status of the fund- after three loans being offered to support two counties, the account is currently fully loaned out - \$0.78 remaining. We are requesting additional funding for this program from the legislature, due to the obvious demonstrated need.
- Presented several WAC change proposals, including the Emergency Loan (WAC 136-500) change that has been presented to the CRABoard, and several additional proposed WAC clarifications that have not yet been presented to the Board.

**RESOLUTION 2021-001
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 2019 - 2021 biennium at its meeting of July 25, 2019; and
- WHEREAS** RCW 36.79.050 states that the apportionment percentages shall be used once each calendar quarter by the board to apportion funds credited to the rural arterial trust account; and
- WHEREAS** RCW 36.79.020 authorizes expenditure of RATA funds for costs associated with program administration;

NOW THEREFORE, BE IT RESOLVED, that the accrued amount of \$5,623,531 made available in the RATA in **October, November, and December 2020** be apportioned to the regions by their 2019-2021 biennium percentages after setting aside \$209,529 for administration.

<u>REGION</u>	<u>APPORTION- MENT PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2019 - 2021)</u>	<u>PRIOR PROGRAM (1983 - 2019)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		209,529	827,800	12,959,676	13,787,476
NORTHEAST	43.67%	2,364,295	10,472,806	254,825,268	265,298,074
NORTHWEST	10.92%	591,209	2,618,801	67,566,797	70,185,598
PUGET SOUND	6.91%	374,108	1,657,135	42,665,519	44,322,654
SOUTHEAST	23.62%	1,278,787	5,664,476	140,190,567	145,855,043
SOUTHWEST	<u>14.88%</u>	<u>805,603</u>	<u>3,568,476</u>	<u>88,932,733</u>	<u>92,501,209</u>
TOTAL	100.00%	5,623,531	24,809,495	607,140,559	631,950,054

Adopted by the CRABoard on October 29, 2020

Chair's Signature

ATTEST

County Road Administration Board – January 28, 2021

Project Actions Taken by CRAB Staff

I. Island County – RATA Reimbursement for Boon Road (1514-01)

Island County's Boon Road 3R project has been completed. The estimated \$3 million project came in under estimate, which will allow a RATA fund turnback when the project is closed out.

While reviewing final paperwork for the project, County staff discovered an accounting issue that resulted in over billing CRAB RATA funds. The issue involves charging indirect overhead costs on top of staff labor, consultant, and construction work performed on the project. After several discussions with CRAB, Island County completed their review of the accounting, removed the indirect overhead costs charged on the project, and provided documentation of the corrections, which CRAB staff reviewed and acknowledged. The County then reimbursed the RATA funds, in the amount of \$203,501.21. The reimbursed funds were deposited back into the Island County Boon Road project, and will be included with the RATA fund turnback when the project is closed out.

II. Spokane County – Scope Changes for Bigelow Gulch projects (3298-01 and 3215-01)

Spokane County requested a scope change for each of their remaining Bigelow Gulch projects. The changes being requested are to correct the beginning and ending mileposts for each project. Over the life of the projects, and other Bigelow Gulch corridor improvements, there have been slight modifications and adjustments to their project scopes. The requested scope changes for these two projects will bring the RAP contracts in line with the Spokane County 6-Year Plan.

Spokane County is not requesting additional RATA funding for the additional project length. The minor length adjustments resulted in a small change in the overall project rating score, however did not alter the project positions in the funding arrays. The director forwarded a letter on January 8, 2021 with a contract amendment for the change in scope for each project.

III. Revised RAP Arrays

After review of the six-year road programs submitted by the counties on December 31, 2018, CRAB staff found four projects that were submitted on the proposed array (reviewed at the October 2020 CRABoard meeting) but were not included on the six-year programs.

These projects include:

<u>County Name</u>	<u>Road Name</u>	<u>BMP</u>	<u>EMP</u>	<u>Cost</u>	<u>RATA Req</u>
Asotin	Grande Ronde	9.47	9.72	\$728,000	\$655,200
Asotin	Grande Ronde	9.75	10.15	\$974,000	\$876,600
Garfield	Gould City Mayview	9.43	11.12	\$1,444,000	\$1,299,600
Grays Harbor	Ocean Beach Rd	4.85	5.47	\$2,755,000	\$2,400,000

The listed projects were dropped from the arrays as being ineligible for RATA funding per WAC 136-161-060.

These counties were contacted in December to confirm that the projects would be removed from the arrays.

The revised proposed 2021-2023 arrays are attached. These are the arrays that the CRABoard will consider for allocating RATA funds at the April 2021 meeting.

NE REGION RAP ARRAY
 Prior Partially Funded
 and Proposed 2021-2023 Projects

COUNTY	TYPE	Road Name	Points	BMP	EMP	COST	RATA REQ	PREV AUTH	NEW REQ
Adams	2R	McKinney Rd. #1	59.77	0	2.01	1,186,000	1,067,400	64,700	1,002,700
Ferry	2R	Inchelium Hiway Rehabilitation	38.1	2.16	4.48	833,000	749,700	300	749,400
Spokane	3R	Brooks Road Project No. 2	122	1.87	3.88	3,108,000	2,796,100	2,119,283	676,817
Chelan	3R	Goodwin Road	115.33	0	0.14	1,531,000	1,377,000	253,200	1,123,800
Lincoln	3R	Miles Creston Road Section 1B	104.07	3.01	4.66	2,242,711	1,466,800	442,600	1,024,200
Ferry	3R	Trout Creek Road Section 1	94.91	5.32	9.71	2,015,000	1,813,500	1,689,100	124,400
Okanogan	3R	Old 97	88.33	4.15	5.35	2,040,000	1,836,000	593,400	1,242,600
Stevens	3R	Cedonia-Addy	88	3.1	6.2	3,500,000	3,150,000	66,300	3,083,700
Whitman	RC	Pullman Airport Road	79.49	3.4	6.11	3,920,000	3,528,000	420,000	3,108,000
Adams	RC	Lind Hatton Rd. Project #3	67.66	3.71	7.33	2,566,000	2,309,400	1,950,000	359,400
Okanogan	DR	Loomis-Oroville Rd Drainage	68	0.28	0.66	638,000	574,200		574,200
Pend Oreille	2R	Mckenzie Rd	60.38	0.5	2.27	1,660,000	1,494,000		1,494,000
Chelan	2R	Chumstick Highway	52.44	5.15	6.6	1,045,000	923,000		923,000
Spokane	2R	Wheeler Road	51.67	3.46	4.92	1,427,000	1,284,300		1,284,300
Grant	2R	3-NE (U-NE to County Line)	44.75	10.9	13.9	776,000	698,400		698,400
Whitman	2R	Lancaster Road	33.23	13.66	18.16	920,000	750,000		750,000
Pend Oreille	FA	Smackout Pass Rd	2	2.31	2.39	710,000	142,100		142,100
Ferry	SA	East Silver Creek Br. No. 16	194.55	19.01	19.09	2,165,000	1,939,500		1,939,500
Chelan	3R	South Lakeshore Road	106.85	6	6.68	2,049,000	1,844,100		1,844,100
Spokane	3R	Brooks Road No.1	103.4	0	1.87	2,129,335	1,830,000		1,830,000
Spokane	3R	Deno Road	88.19	1.62	2.67	2,100,000	1,885,700		1,885,700
Ferry	3R	Boulder Creek West Section 2	87.64	2.75	5.5	2,225,000	2,002,500		2,002,500
Stevens	3R	Cedonia-Addy	83.33	6.2	9.21	3,500,000	3,150,000		3,150,000
Okanogan	3R	Twisp River Rd	79.08	2.82	4.02	2,124,000	1,911,600		1,911,600
Lincoln	RC	Duck Lake Road	77.86	20.3	23.3	2,474,000	2,226,500		2,226,500
Grant	RC	9-NW Road (SR 283 to Dodson Rd)	72.42	5.84	10.06	2,103,000	1,892,400		1,892,400
Douglas	3R	Pearl Hill Road	72.23	13.15	17.26	2,490,000	2,241,000		2,241,000
Okanogan	3R	Old 97 3R	69.76	6.85	8.27	2,793,400	2,513,700		2,513,700
Douglas	RC	McNeil Canyon Rd	68.33	1.72	2.62	2,948,000	2,653,200		2,653,200
Adams	RC	Schoonover Rd.	65.28	1.06	4.11	2,214,000	1,992,600		1,992,600
Whitman	RC	Green Hollow Road	65	8.12	9.79	2,667,000	2,400,000		2,400,000
Lincoln	3R	Riffe	57.86	2.79	5.81	2,508,000	2,257,200		2,257,200
Adams	RC	Herman Road #2	54.99	4.1	8.12	2,452,000	2,206,800		2,206,800
Pend Oreille	3R	Westside Calispel Rd	40.96	11.037	12.585	2,910,000	2,619,000		2,619,000

55,926,817

Partially funded projects from prior biennia

19,900,000 Estimated revenue including turnbacks

NW REGION RAP ARRAY
 Prior Partially Funded
 and Proposed 2021-2023 Projects

COUNTY	TYPE	Road Name	Points	BMP	EMP	COST	RATA REQ	PREV AUTH	NEW REQ
San Juan	3R	Douglas Road	106.99	3.15	4.45	2,625,000	2,362,500	1,200,000	1,162,500
Kitsap	3R	Glenwood Road SW Improvements	95	2.703	3.21	2,380,000	2,142,000	921,000	1,221,000
Skagit	3R	FRANCIS ROAD	92.42	2.87	3.85	3,700,000	2,400,000	287,221	2,112,779
Whatcom	2R	Birch Bay Lynden Road	62	7.92	9.95	750,000	675,000	165,000	510,000
Clallam	2R	Laird Road	58	0	0.8	550,000	495,000	323,100	171,900
Skagit	3R	JOSH WILSON (Phase 2)	97.13	0	1.8	4,286,000	1,000,000		1,000,000
Whatcom	2R	Hampton Road	93	0.14	4.79	1,980,000	1,782,000		1,782,000
Jefferson	2R	Center Road	92	10.34	14.58	1,889,872	1,700,700		1,700,700
Kitsap	2R	GLENWOOD ROAD	80	1.227	1.983	1,700,000	1,485,000		1,485,000
Island	3R	Scenic Heights Road	78.5	2.1	4.07	1,844,000	1,300,000		1,300,000
Clallam	3R	Edgewood Drive	73.23	0.87	2.38	2,950,000	2,400,000		2,400,000
Kitsap	2R	BURLEY OLALLA ROAD SE	68	0.995	2.507	688,000	619,200		619,200
Whatcom	2R	Birch Bay Lynden Road	65	9.95	10.96	450,000	405,000		405,000
Skagit	2R	OLD HIGHWAY 99 N	56	4.4	5.28	765,000	200,000		200,000
Skagit	2R	PIONEER HIGHWAY	51	0	3.065	2,655,000	1,000,000		1,000,000
Island	3R	Sunrise Boulevard	42.25	0.023	2.32	2,662,000	1,100,000		1,100,000
Skagit	3R	EDENS ROAD	20.5	0.13	0.33	520,000	200,000		200,000

18,370,079

	Partially funded projects from prior biennia		5,000,000	Estimated revenue
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PS REGION RAP ARRAY
 Prior Partially Funded
 and Proposed 2021-2023 Projects

COUNTY	TYPE	Road Name	Points	BMP	EMP	COST	RATA REQ	PREV AUTH	NEW REQ
King	SA	Ames Lake Road Bridge No.1320A	57.56	3.7	3.78	14,694,000	2,600,000	1,700,000	900,000
Pierce	2R	Sumner-Buckley Hwy E	53.18	5.34	8	2,292,000	2,062,800	1,700,000	362,800
Snohomish	SA	Trout Creek Bridge #494	29.07	6.033	6.057	4,078,000	1,000,000	469,000	531,000
King	DR	SE 384th St	71	1.21	1.29	1,150,000	1,035,000		1,035,000
King	DR	SE Reinig Rd	66	1.51	1.53	1,625,000	1,462,500		1,462,500
Snohomish	IS	84 St NE	64.75	1.998	2.302	2,674,000	1,448,900		1,448,900
King	DR	Beall Rd SW	64	0.42	0.47	750,000	675,000		675,000
Pierce	2R	8 Av E	46.07	1.7	4.25	1,170,000	522,000		522,000
Snohomish	FA	Jordan Creek Bridge #214	45.91	5.86	5.89	5,780,000	922,900		922,900
Snohomish	IS	Woods Creek Rd	37.96	0	0.125	985,000	886,500		886,500
Pierce	2R	304 St E	36.82	1.02	2	1,089,000	980,100		980,100
Pierce	2R	304 St E	34.44	2	2.84	537,000	483,300		483,300
Snohomish	FA	Madden Bridge #58	27.04	0.52	0.55	915,000	141,700		141,700

10,351,700

Partially funded projects from prior biennia

4,100,000 Estimated revenue including turnbacks

SE REGION RAP ARRAY
 Prior Partially Funded
 and Proposed 2021-2023 Projects

COUNTY	TYPE	Road Name	Points	BMP	EMP	COST	RATA REQ	PREV AUTH	NEW REQ
Asotin	SA	Grande Ronde Road	72	9.72	9.75	1,873,000	1,685,700	456,800	1,228,900
Klickitat	RC	Sundale Road & Old Hwy 8	103.93	0	3.54	3,700,000	3,260,000	1,354,300	1,905,700
Garfield	2R	Kirby-Mayview Phase I	90	21.3	25.2	2,889,000	2,600,000	1,135,000	1,465,000
Walla Walla	3R	LOWER WAITSBURG	89.9	4.23	6.25	2,554,000	2,298,600	1,800,000	498,600
Yakima	3R	Independence Road phase 2	84.75	1.55	3.05	2,503,000	2,252,700	1,438,539	814,161
Columbia	3R	Kellogg Hollow Rd	77.25	3.2	5.1	2,739,000	2,104,700	704,700	1,400,000
Kittitas	2R	Vantage Highway - Overlay	75.64	21.25	27.51	3,465,000	2,635,000	1,307,860	1,327,140
Franklin	FA	Hollingsworth Bridge #460-6.2	31.32	6.2	6.3	925,000	184,800		184,800
Walla Walla	FA	Pettyjohn Rd - Dell Sharpe Br	34.94	5.2	5.8	7,856,000	1,000,000		1,000,000
Franklin	FA	Muse Drive Bridge #211-0.85	35.02	0.8	0.9	1,748,000	349,400		349,400
Franklin	FA	Ironwood Road Bridge #636-4.8	39.55	4.82	4.92	2,143,000	428,600		428,600
Klickitat	SA	Jenkins Creek Bridge	58	0.21	0.27	790,000	688,500		688,500
Yakima	3R	N. Wenas Road	99.61	5.17	6.36	2,710,000	2,439,000		2,439,000
Klickitat	2R	Sundale Road	92.41	3.54	5.02	1,270,000	1,100,000		1,100,000
Kittitas	3R	Hungry Junction Road	91.37	0	1.74	4,035,000	3,631,500		3,631,500
Columbia	RC	Johnson Hollow Road	90.73	0	0.2	1,200,000	1,080,000		1,080,000
Walla Walla	3R	Lyons Ferry	88.07	0.2	2.81	2,950,000	2,600,000		2,600,000
Franklin	3R	Glade North All-Weather VIII	85.44	21.45	22.59	1,530,000	1,377,000		1,377,000
Garfield	2R	Lower Deadman Road	82.95	0	1.889	1,444,000	1,299,600		1,299,600
Asotin	3R	Grande Ronde Road	78.16	9.75	10.15	974,000	876,600		876,600
Benton	3R	County Well Road	70.46	0	3.12	2,250,000	2,025,000		2,025,000
Garfield	2R	Gould City Mayview	66.44	9.425	11.121	1,444,000	1,299,600		1,299,600
Asotin	3R	Grande Ronde Road	57.37	9.47	9.72	728,000	655,200		655,200
Benton	2R	County Well Road	39	3.12	5.13	1,550,000	1,395,000		1,395,000

28,237,901

Partially funded projects from prior biennia

12,316,778 Estimated revenue incl turnbacks

SW REGION RAP ARRAY
 Prior Partially Funded
 and Proposed 2021-2023 Projects

COUNTY	TYPE	Road Name	Points	BMP	EMP	COST	RATA REQ	PREV AUTH	NEW REQ
Clark	2R	SE Blair Road	75	2.47	3.91	1,687,000	1,509,000	850,000	659,000
Lewis	RC	Centralia Alpha	75	10.6	11.85	4,333,000	2,200,000	955,800	1,244,200
Mason	3R	Old Belfair Hwy	71	1.2	1.6	1,420,000	1,188,000	565,972	622,028
Cowlitz	2R	Dike Road	65	3.05	5.32	1,880,000	1,692,000	913,587	778,413
Clark	DR	NE Davis Rd	81	0.64	0.65	2,000,000	500,000		500,000
Thurston	3R	183rd Ave SW	76.38	6	7.71	2,745,000	2,200,000		2,200,000
Pacific	DR	Parpala Road Culvert	60.5	5.47	5.48	535,000	481,500		481,500
Skamania	RC	Brooks Road	58.67	0	0.625	2,608,000	2,122,200		2,122,200
Pacific	3R	Raymond South Bend Rd	57	1.45	1.62	541,000	486,900		486,900
Grays Harbor	RC	Ocean Beach Road	56.91	4.85	5.47	2,755,000	2,400,000		2,400,000
Pacific	3R	South Fork Road	56	3.6	4.12	470,000	423,000		423,000
Clark	2R	NE 182nd Avenue/NE Risto Road	46.75	7.1	7.98	3,075,000	1,680,000		1,680,000
Cowlitz	3R	South Silver Lake	45.6	1.45	2.84	4,855,000	2,400,000		2,400,000
Mason	DR	Shelton Valley Road Culvert	44.5	1.94	2.06	559,000	492,300		492,300
Pacific	3R	Udell-Hansen Road	43.37	0	0.73	695,000	625,500		625,500
Lewis	3R	Hwy 603	28	10.9	11.7	1,910,000	1,710,000		1,710,000

16,425,041

Partially funded projects from prior biennia 6,700,000 Estimated revenue

ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION

ELOCHOMAN VALLEY RD AND CLEAR CREEK FISH PASSAGE, MP 6.10– 6.60

WAHKIAKUM COUNTY RAP PROJECT 3515-04

I. Nature of Request:

Wahkiakum County has requested, per its January 11, 2021 letter, an additional construction time extension for the RAP funded Elochoman Valley Road and Clear Creek Fish Passage project. The project will currently lapse on April 16, 2021, after the county already received a 2-year construction time extension for the original 3R portion of this project, which was combined with the Clear Creek project in March 2017. CRAB's WAC 136-167-040 (5) allows that "The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary." The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 16, 2023.

II. Background:

The Elochoman Valley Road 3R project was submitted for funding in August 2008, requesting \$864,000 in RATA funding. The CRABoard allocated \$817,730 in RATA funding in April, 2009, and the final \$46,270 to full funding in April, 2010. The project proposes to enhance the safety of this roadway by improving horizontal and vertical curves, strengthening the subgrade, and widening the paved section to provide 12-ft lanes.

The Clear Creek Fish Passage project was submitted for funding in August 2014, requesting \$500,000 in RATA funding. The CRABoard allocated \$278,028 in RATA funding on April 16, 2015. The project proposes to replace the poor condition Clear Creek culvert under Elochoman Valley Road with a bridge allowing improved fish passage. This project is partially funded, through design, by the Salmon Recovery Funding Board. Additional construction funds from the Salmon Recovery Funding Board are still being pursued.

The two projects were combined in March 2017. The CRABoard allocated the final \$221,972 in RATA funding in April 2017, bringing the fully funded combined RATA authorization to \$1,364,000.

To date, the county has received \$232,666.24 in RATA reimbursements for design of the project.

III. Project development:

A. First lapsing occurrence:

The original construction lapsing date for the original Elochoman Valley Road was April 16, 2015, six years after CRABoard approval of funding. An extension to April 16, 2017 was requested by the county on January 23, 2015 citing loss and turnover of key county staff necessary for project development. This request was approved by the CRAB director on January 27, 2015.

B. Project Combination:

The act of combining the two projects – Elochoman Valley Road, and the Clear Creek Fish Passage Project brought both projects into the same contract. This allowed the combined project lapsing date to remain as April 16, 2021, six years after CRABoard approval of funding for the Clear Creek Fish Passage project, which is the second project's original construction lapsing date.

C. Second lapsing occurrence:

The second lapsing date will arrive April 16, 2021 and the county has requested an additional extension. The County planned to complete the design of the project for construction in 2021.

The County's design consultant has completed the 90% design, providing a construction cost estimate that remains significantly over the available budget. The County has been pursuing additional construction funding, specifically from the Salmon Recovery Funding Board via the Recreation Conservation Office. The County is also intending to modify the construction phasing to allow initial site preparation efforts using County Forces. This will help to reduce the construction contract costs.

While the County pursues the additional funding, and adjusts their construction plans, they acknowledge that they will not be able to meet the April 2021 construction lapsing date requirement. In consideration of these circumstances the county requests an additional extension of construction lapsing to April 16, 2023.

Timeline Summary:

<u>Action:</u>	<u>Date:</u>	<u>Engineer:</u>
• Initial CRAB Funding (3R):	April 16, 2009	Pete Ringen, PE
• Construction lapsing extension	January 27, 2015	Pete Ringen, PE
• Initial CRAB Funding (DR):	April 16, 2015	Pete Ringen, PE
• Contract Combination (3R & DR):	March 2017	Paul Lacy, PE
• Request additional extension	January 11, 2021	Paul Lacy, PE
• Lapsing of Construction (2 nd time)	April 16, 2021	Paul Lacy, PE

IV. Pertinent WAC language:

WAC 136-167-040 Lapsing of RATA allocation for approved projects.

“...(3) If an approved project does not meet a required project development milestone, the county road administration board will, at its next regular meeting, withdraw RATA funds from the project.

(4) At any time up to ten days before such meeting, the county may, in writing, request an extension of the lapse date. The county road administration board may grant such an extension if it finds that the delay in project development was for reasons that were both unanticipated and beyond the control of the county, and subject to the following:

(a) A project extension will be granted one time only and will be no more than two years in length; and

(b) The county can demonstrate that the project was actively pursued for completion within the original CRAB/county contract terms and can be completed within a two year extension; and

(c) The request for an extension is based on unforeseeable circumstances that the county could not have anticipated at the time the project was submitted for RATA funding; and

(d) An approved time extension will not be grounds for the county to request an increase in the RATA funding of the project; and

(e) The executive director will determine a new lapse date, and all of the requirements listed above under subsections (1) and (2) of this section will apply except that further extensions will not be granted.

(5) The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary. If such a determination is made, the CRABoard may grant an additional extension and set the duration thereof.”

V. Staff Analysis and Recommendation:

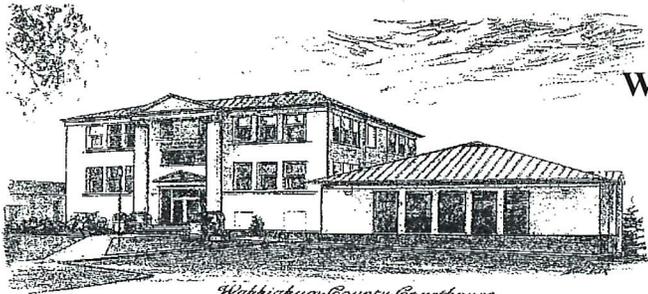
The CRABoard must decide whether to grant the additional time extension for the Elochoman Valley Road and Clear Creek Fish Passage project as requested by the county. If the extension is not granted, Wahkiakum County will have until April 16, 2021 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct both original projects in a manner that will minimize disruption to residents and road users, and allow efficient construction.
- While the 3R project has been extended previously, this is the first extension request for the Fish Passage project.
- The County is actively pursuing the additional construction funding.

- This project does not meet the requirements for consideration of RATA fund increase (WAC 136-165-020) since it has already been awarded the maximum amount allowable for Drainage Type projects in the Southwest Region, the high cost was a known factor at time of final prospectus, and an increase in RATA funding must be based on extraordinary and unforeseeable circumstances.
- The project will replace a poor condition culvert with a fish passable structure, while also improving roadway safety for a half-mile segment of Elochoman Valley Road.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding while it continues to move the project to construction.

Staff recommends allowing this one-time additional construction lapsing extension of Wahkiakum County's Elochoman Valley Road and Clear Creek Fish Passage RAP project to April 16, 2023 per WAC 136-167-040 (5).



*Wahkiakum County Courthouse
Cathlamet, Washington*

Wahkiakum County Public Works Department

Charles J. (Chuck) Beyer
Public Works Director

Paul Lacy, PE
County Road Engineer

January 11, 2021

John Koster, Executive Director
County Road Administration Board
Attn: Steven R. Johnson, PE
2404 Chandler Court SW, Suite 240
Olympia, WA 98504-0913

RE: Elochoman Valley Road / Clear Creek Project funding extension request.

Dear Mr. Koster:

Wahkiakum County is requesting an extension to the funding allocated Elochoman Valley Road / Clear Creek project. The reason for the additional extension request is as follows:

This 3-R project is inextricably tied to another project, the Clear Creek drainage project, which is situated in the approximate center of the road project. Since the drainage project will result in construction of a new bridge due to fish passage requirements and other resource agency regulations, it made sense to improve the poor road alignment, to the extent practicable, on either side of the stream crossing in conjunction with the bridge project as previously stated by Pete Ringen, County Engineer at the time.

The two projects were combined into one project in 2017 per request by the funding sources. Sargent Engineers supplied a 90% design Fall / Early Winter of 2019 and the engineers cost of \$2,519,000 for construction which came in \$816,000 over budget. Wahkiakum County had secured funding from CRAB in the amount of \$1,364,000.00 and from RCO / SFR Board in the amount of \$663,407.00.

Wahkiakum County is currently actively pursuing additional funding from RCO to be able to complete the project.

Wahkiakum is intending on using county forces to complete the initial site preparation and removal of overburden material this spring of 2021 and to revise the construction plans with intent to reduce the over-all project cost.

At this time Wahkiakum County Public Works is requesting an additional extension to the funding CRAB has granted for the Elochoman Valley Road / Clear Creek Fish Passage Project.

RECEIVED

BY: J.C

DATE: 1-14-21

If there are questions, please do not hesitate to contact me at 360-795-3301.

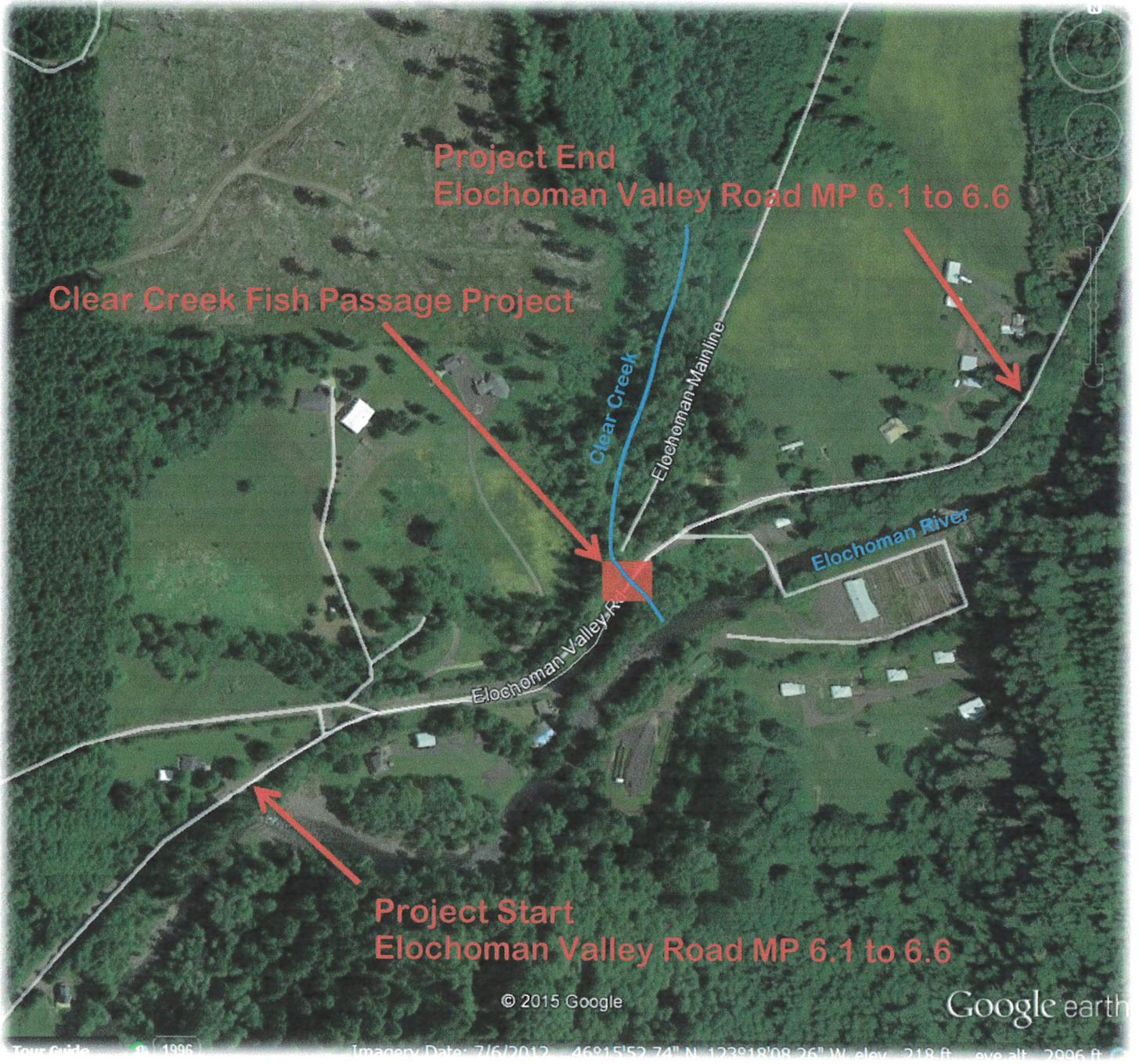
Sincerely,

A handwritten signature in blue ink that reads "Paul P. Lacy" followed by "P.E." in a separate, slightly larger and more stylized script.

Paul Lacy, P.E.
Public Works Director/County Engineer

Cc: Board of County Commissioners
Chuck Beyer, Public Works Director
Project file- Elochoman Valley Road / Clear Creek Fish Passage Project

Elochoman Valley Road Milepost 6.1 to 6.6 & Clear Creek Fish Passage Projects





PROPOSED RULE MAKING

CR-102 (December 2017) (Implements RCW 34.05.320)

Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: November 12, 2020

TIME: 8:27 AM

WSR 20-23-041

Agency: County Road Administration Board

Original Notice

Supplemental Notice to WSR

Continuance of WSR

Preproposal Statement of Inquiry was filed as WSR _____; or

Expedited Rule Making--Proposed notice was filed as WSR _____; or

Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or

Proposal is exempt under RCW 36.78.

Title of rule and other identifying information: (describe subject) Amendments to WAC 136-500-080 payback terms for the Emergency Loan Program.

Hearing location(s):

Date:	Time:	Location: (be specific)	Comment:
January 28, 2021	2:00pm	2404 Chandler Court SW	

Date of intended adoption: January 28, 2021 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Karen Pendleton

Address: 2404 Chandler Court SW, Ste 240

Email: karen@crab.wa.gov

Fax:

Other:

By (date) January 22, 2021

Assistance for persons with disabilities:

Contact Karen Pendleton

Phone: 360 753 5989

Fax:

TTY: 800 833 6384

Email: karen@crab.wa.gov

Other:

By (date) January 22, 2021

Purpose of the proposal and its anticipated effects, including any changes in existing rules: This proposed amendment to WAC 136-500-080 defines a County's payback terms of the Emergency Loan Program.

Reasons supporting proposal: This proposed amendment to WAC 136-500-080 gives a County options in payback terms of the Emergency Loan Program.

Statutory authority for adoption: 36.78

Statute being implemented: N/A

Is rule necessary because of a:

Federal Law?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Federal Court Decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
State Court Decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

If yes, CITATION:

Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters: N/A

Name of proponent: (person or organization) County Road Administration Board

<input type="checkbox"/> Private
<input type="checkbox"/> Public
<input checked="" type="checkbox"/> Governmental

Name of agency personnel responsible for:

	Name	Office Location	Phone
Drafting:	Steve Johnson, PE	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989
Implementation:	Drew Woods, PE	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989
Enforcement:	John Koster	2404 Chandler Court SW, Ste 240, Olympia 98504	360-753-5989

Is a school district fiscal impact statement required under RCW 28A.305.135? Yes No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

Is a cost-benefit analysis required under RCW 34.05.328?

Yes: A preliminary cost-benefit analysis may be obtained by contacting:

Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

No: Please explain: N/A

Regulatory Fairness Act Cost Considerations for a Small Business Economic Impact Statement:

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see chapter 19.85 RCW). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.061 because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by RCW 34.05.313 before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of RCW 15.65.570(2) because it was adopted by a referendum.

This rule proposal, or portions of the proposal, is exempt under RCW 19.85.025(3). Check all that apply:

RCW 34.05.310 (4)(b)
(Internal government operations)

RCW 34.05.310 (4)(c)
(Incorporation by reference)

RCW 34.05.310 (4)(d)
(Correct or clarify language)

RCW 34.05.310 (4)(e)
(Dictated by statute)

RCW 34.05.310 (4)(f)
(Set or adjust fees)

RCW 34.05.310 (4)(g)
((i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit)

This rule proposal, or portions of the proposal, is exempt under RCW 36.78.

Explanation of exemptions, if necessary:

COMPLETE THIS SECTION ONLY IF NO EXEMPTION APPLIES

If the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

No Briefly summarize the agency's analysis showing how costs were calculated. _____

Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses, and a small business economic impact statement is required. Insert statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

Name:
Address:
Phone:
Fax:
TTY:
Email:
Other:

Date: 11/5/2019

Name: John Koster

Title: Executive Director

Signature:



AMENDATORY SECTION (Amending WSR 20-04-076, filed 2/4/20, effective 3/6/20)

WAC 136-500-080 Payback terms. Any loan funded through this program shall have a term not to exceed twenty-four months. The county will be invoiced six months from the date of contract execution and quarterly thereafter until the end of the contract term. If a county desires a longer payback term, the county's legislative authority may request a revised payback term at the next regularly scheduled board meeting.

Simple interest on the amount of the loan shall be the monthly rate of return for the LGIP not to exceed three percent.

If a county pays the county road administration board the principle amount of the loan within six months of the date of contract execution, no interest will be charged and the contract will be closed. Should a county not pay the loan in full within six months of the date of contract execution, interest will be calculated from the date of contract execution to the date of final payment. A county may pay off any loan received through this program before the end of the term to reduce the amount of interest owed.

County Road Administration Board Agency Summary BITD as of December 2020

Fund 108 MVF Admin Operating

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	1,177,633	889,676	900,773	(11,097)	276,860
Employee Benefits	366,900	273,206	276,593	(3,387)	90,307
Travel	99,000	61,500	38,158	23,342	60,842
Capital Outlays	115,308	52,908	4,131	48,777	111,177
Grants, Benefits & Client Services	0	0	413	(413)	(413)
Goods and Services	1,103,159	753,616	546,171	207,445	556,988
Sum:	<u>2,862,000</u>	<u>2,030,906</u>	<u>1,766,240</u>	<u>264,666</u>	<u>1,095,760</u>

<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	47,404	49,710	(2,306)	889,676	900,773	(11,097)
AA State Classified	27,531	29,764	(2,233)	485,922	525,125	(39,203)
AC State Exempt	19,873	19,946	(73)	350,754	352,056	(1,302)
AS Sick Leave Buy-Out	0	0	0	7,000	8,424	(1,424)
AT Terminal Leave	0	0	0	46,000	15,168	30,832
Employee Benefits	15,615	16,192	(577)	273,206	276,593	(3,387)
BA Old Age and Survivors Insurance	2,939	2,782	157	51,870	51,551	319
BB Retirement and Pensions	6,179	6,447	(268)	108,090	109,166	(1,076)
BC Medical Aid & Industrial Insurance	433	193	240	6,798	3,266	3,532
BD Health, Life & Disability Insurance	5,270	5,758	(488)	92,472	94,816	(2,344)
BH Hospital Insurance (Medicare)	687	701	(14)	12,126	12,163	(37)
BK Paid Family and Medical Leave	107	0	107	1,850	(0)	1,850
BT Shared Leave Provided Sick Leave	0	0	0	0	1,764	(1,764)
BU Shared Leave Provided Per Holiday	0	0	0	0	155	(155)
BV Shared Leave Provided Annual Leave	0	310	(310)	0	3,688	(3,688)
BZ Other Employee Benefits	0	0	0	0	25	(25)
Goods and Services	25,737	27,046	(1,309)	753,616	546,171	207,445
EA Supplies and Materials	975	41	934	17,550	19,882	(2,332)
EB Communications/Telecommunications	627	496	131	11,277	9,761	1,516
EC Utilities	1,023	521	502	18,408	12,450	5,958
ED Rentals and Leases - Land & Buildings	7,349	5,732	1,617	132,282	97,896	34,386
EE Repairs, Alterations & Maintenance	0	0	0	2,546	5,322	(2,776)
EF Printing and Reproduction	401	(64)	465	7,221	2,676	4,545
EG Employee Prof Dev & Training	0	384	(384)	66,000	16,930	49,070
EH Rental & Leases - Furn & Equipment	144	140	4	4,097	2,557	1,540
EJ Subscriptions	0	0	0	2,175	444	1,731
EK Facilities and Services	6,724	7,274	(550)	119,295	130,798	(11,503)
EL Data Processing Services (Interagency)	5,278	7,205	(1,927)	108,024	109,262	(1,238)
EM Attorney General Services	178	0	178	3,146	1,004	2,142
EN Personnel Services	2,532	3,509	(977)	45,103	64,483	(19,380)
EP Insurance	88	89	(1)	3,638	6,355	(2,717)
ER Other Contractual Services	418	838	(420)	27,514	25,778	1,736
ES Vehicle Maintenance & Operating Cst	0	86	(86)	4,750	678	4,072

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
ET Audit Services	0	0	0	21,103	19,140	1,963
EW Archives & Records Management Svcs	0	0	0	654	654	0
EY Software Licenses and Maintenance	0	795	(795)	154,933	20,094	134,839
EZ Other Goods and Services	0	0	0	3,900	8	3,893
Travel	2,000	825	1,175	61,500	38,158	23,342
GA In-State Subsistence & Lodging	1,000	0	1,000	28,500	13,861	14,639
GB In-State Air Transportation	0	0	0	0	649	(649)
GC Private Automobile Mileage	400	0	400	8,400	5,651	2,749
GD Other Travel Expenses	100	0	100	2,850	429	2,421
GF Out-of-State Subsistence & Lodging	0	0	0	4,500	0	4,500
GG Out-of-State Air Transportation	0	0	0	1,500	0	1,500
GN Motor Pool Services	500	825	(325)	15,750	17,568	(1,818)
Capital Outlays	0	533	(533)	52,908	4,131	48,777
JA Noncapitalized Assets	0	533	(533)	41,869	4,050	37,819
JB Noncapitalized Software	0	0	0	7,500	81	7,419
JC Furnishings & Equipment	0	0	0	3,539	0	3,539
Grants, Benefits & Client Services	0	150	(150)	0	413	(413)
NZ Other Grants and Benefits	0	150	(150)	0	413	(413)
Total Dollars	90,756	94,456	(3,700)	2,030,906	1,766,240	264,666

Succession Plan Funding - Fund 108 Approp 030

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	58,000	58,000	27,000	31,000	31,000
Sum:	58,000	58,000	27,000	31,000	31,000

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	0	0	0	58,000	27,000	31,000
AA State Classified	0	0	0	58,000	27,000	31,000
Total Dollars	0	0	0	58,000	27,000	31,000

Fund 186 CAPA Operating

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,054,561	785,041	746,145	38,896	308,416
Employee Benefits	346,415	257,993	237,276	20,717	109,139
Professional Service Contracts	0	0	201,375	(201,375)	(201,375)
Travel	30,360	18,780	14,174	4,606	16,186
Capital Outlays	17,721	12,353	1,267	11,086	16,454
Grants, Benefits & Client Services	0	0	127	(127)	(127)
Interagency Reimbursements	0	0	(337,902)	337,902	337,902
Goods and Services	227,943	149,779	165,826	(16,047)	62,117
Sum:	1,677,000	1,223,946	1,028,288	195,658	648,712

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	44,920	36,928	7,992	785,041	746,145	38,896
AA State Classified	44,920	36,928	7,992	785,041	725,540	59,501
AS Sick Leave Buy-Out	0	0	0	0	4,479	(4,479)

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
AT Terminal Leave	0	0	0	0	16,125	(16,125)
Employee Benefits	14,737	12,364	2,373	257,993	237,276	20,717
BA Old Age and Survivors Insurance	2,785	2,219	566	48,669	44,654	4,015
BB Retirement and Pensions	5,777	4,790	987	100,960	93,471	7,489
BC Medical Aid & Industrial Insurance	171	154	17	3,078	2,978	100
BD Health, Life & Disability Insurance	5,173	4,685	488	90,762	87,444	3,318
BE Allowances	0	76	(76)	0	813	(813)
BH Hospital Insurance (Medicare)	651	519	132	11,383	10,443	940
BK Paid Family and Medical Leave	180	0	180	3,141	0	3,141
BT Shared Leave Provided Sick Leave	0	0	0	0	2,491	(2,491)
BU Shared Leave Provided Per Holiday	0	0	0	0	155	(155)
BV Shared Leave Provided Annual Leave	0	310	(310)	0	3,141	(3,141)
BW Shared Leave Received	0	(387)	387	0	(8,314)	8,314
Professional Service Contracts	0	125	(125)	0	201,375	(201,375)
C CA Management and Organizational Services	0	125	(125)	0	6,375	(6,375)
CD Computer/Information Services	0	0	0	0	195,000	(195,000)
Goods and Services	3,227	1,978	1,249	149,779	165,826	(16,047)
E EA Supplies and Materials	299	12	287	5,382	4,157	1,225
EB Communications/Telecommunications	193	(9)	202	3,463	1,278	2,185
EC Utilities	314	160	154	5,647	3,625	2,022
ED Rentals and Leases - Land & Buildings	2,254	1,758	496	40,568	30,021	10,547
EE Repairs, Alterations & Maintenance	0	0	0	781	128	653
EF Printing and Reproduction	123	(20)	143	2,215	821	1,394
EG Employee Prof Dev & Training	0	118	(118)	20,400	8,599	11,801
EH Rental & Leases - Furn & Equipment	44	43	1	1,255	782	473
EJ Subscriptions	0	0	0	667	136	531
EL Data Processing Services (Interagency)	0	0	0	0	0	0
ER Other Contractual Services	0	0	0	6,900	13,165	(6,265)
ES Vehicle Maintenance & Operating Cst	0	0	0	1,817	96	1,721
EY Software Licenses and Maintenance	0	0	0	60,408	103,993	(43,585)
EZ Other Goods and Services	0	(84)	84	276	(977)	1,253
Travel	600	216	384	18,780	14,174	4,606
G GA In-State Subsistence & Lodging	300	216	84	8,700	7,374	1,326
GB In-State Air Transportation	0	0	0	0	168	(168)
GC Private Automobile Mileage	100	0	100	2,440	2,492	(52)
GD Other Travel Expenses	50	0	50	990	585	405
GF Out-of-State Subsistence & Lodging	0	0	0	1,380	2,179	(799)
GG Out-of-State Air Transportation	0	0	0	460	1,377	(917)
GN Motor Pool Services	150	0	150	4,810	0	4,810
Capital Outlays	0	163	(163)	12,353	1,267	11,086
JA Noncapitalized Assets	0	163	(163)	8,949	1,242	7,707
JB Noncapitalized Software	0	0	0	1,104	25	1,079
JC Furnishings & Equipment	0	0	0	2,300	0	2,300
Grants, Benefits & Client Services	0	46	(46)	0	127	(127)
N NZ Other Grants and Benefits	0	46	(46)	0	127	(127)

<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>
Interagency Reimbursements	0	(14,434)	14,434	0	(337,902)	337,902
SA Salaries and Wages	0	(8,780)	8,780	0	(8,780)	8,780
SC Professional Service Contracts	0	0	0	0	(165,764)	165,764
SE Goods and Services	0	(5,654)	5,654	0	(148,632)	148,632
SJ Capital Outlays	0	0	0	0	(14,726)	14,726
Total Dollars	63,484	37,387	26,097	1,223,946	1,028,288	195,658

Fund 102 RATA Operating

<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	842,270	632,233	709,983	(77,750)	132,287
Employee Benefits	279,824	208,322	233,812	(25,490)	46,012
Travel	2,640	1,740	10,051	(8,311)	(7,411)
Capital Outlays	0	0	110	(110)	(110)
Grants, Benefits & Client Services	0	0	11	(11)	(11)
Goods and Services	12,266	10,172	9,435	737	2,831
Sum:	1,137,000	852,467	963,402	(110,935)	173,598

<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	36,262	70,856	(34,594)	632,233	709,983	(77,750)
A AA State Classified	36,262	45,428	(9,166)	632,233	671,310	(39,077)
AS Sick Leave Buy-Out	0	8,770	(8,770)	0	11,407	(11,407)
AT Terminal Leave	0	16,659	(16,659)	0	27,266	(27,266)
Employee Benefits	11,917	15,722	(3,805)	208,322	233,812	(25,490)
BA Old Age and Survivors Insurance	2,248	3,789	(1,541)	39,195	45,727	(6,532)
BB Retirement and Pensions	4,663	5,892	(1,229)	81,307	93,865	(12,558)
BC Medical Aid & Industrial Insurance	138	171	(33)	2,484	2,828	(344)
BD Health, Life & Disability Insurance	4,197	5,173	(976)	73,638	83,311	(9,673)
BE Allowances	0	44	(44)	0	467	(467)
BH Hospital Insurance (Medicare)	526	886	(360)	9,172	10,694	(1,522)
BK Paid Family and Medical Leave	145	0	145	2,526	0	2,526
BT Shared Leave Provided Sick Leave	0	0	0	0	2,326	(2,326)
BU Shared Leave Provided Per Holiday	0	0	0	0	77	(77)
BV Shared Leave Provided Annual Leave	0	155	(155)	0	2,831	(2,831)
BW Shared Leave Received	0	(387)	387	0	(8,314)	8,314
Goods and Services	283	179	104	10,172	9,435	737
E EA Supplies and Materials	26	1	25	468	360	108
EB Communications/Telecommunications	17	(1)	18	302	111	191
EC Utilities	27	14	13	489	315	174
ED Rentals and Leases - Land & Buildings	196	153	43	3,528	2,611	917
EE Repairs, Alterations & Maintenance	0	0	0	68	11	57
EF Printing and Reproduction	11	(2)	13	194	71	123
EG Employee Prof Dev & Training	0	10	(10)	1,200	5,348	(4,148)
EH Rental & Leases - Furn & Equipment	4	4	0	111	109	2
EJ Subscriptions	0	0	0	58	12	46
EL Data Processing Services (Interagency)	0	0	0	0	0	0

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
ER Other Contractual Services	0	0	0	1,200	153	1,047
ES Vehicle Maintenance & Operating Cst	0	0	0	200	8	192
EY Software Licenses and Maintenance	0	0	0	2,318	325	1,993
EZ Other Goods and Services	2	0	2	36	0	36
Travel	70	92	(22)	1,740	10,051	(8,311)
GA In-State Subsistence & Lodging	50	92	(42)	900	7,606	(6,706)
GB In-State Air Transportation	0	0	0	0	15	(15)
GC Private Automobile Mileage	10	0	10	220	473	(253)
GD Other Travel Expenses	0	0	0	60	223	(163)
GF Out-of-State Subsistence & Lodging	0	0	0	120	921	(801)
GG Out-of-State Air Transportation	0	0	0	40	812	(772)
GN Motor Pool Services	10	0	10	400	0	400
Capital Outlays	0	14	(14)	0	110	(110)
JA Noncapitalized Assets	0	14	(14)	0	108	(108)
JB Noncapitalized Software	0	0	0	0	2	(2)
Grants, Benefits & Client Services	0	4	(4)	0	11	(11)
NZ Other Grants and Benefits	0	4	(4)	0	11	(11)
Total Dollars	48,532	86,868	(38,336)	852,467	963,402	(110,935)

Fund 102 RATA Capital Grants

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	62,884,000	54,594,500	37,954,905	16,639,595	24,929,095
Sum:	62,884,000	54,594,500	37,954,905	16,639,595	24,929,095

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Grants, Benefits & Client Services	3,520,000	3,841,146	(321,146)	54,594,500	37,954,905	16,639,595
NZ Other Grants and Benefits	3,520,000	3,841,146	(321,146)	54,594,500	37,954,905	16,639,595
Total Dollars	3,520,000	3,841,146	(321,146)	54,594,500	37,954,905	16,639,595

Fund 108 MVF Capital Grants

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	1,456,000	1,456,000	1,455,800	200	200
Sum:	1,456,000	1,456,000	1,455,800	200	200

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Grants, Benefits & Client Services	0	0	0	1,456,000	1,455,800	200
NZ Other Grants and Benefits	0	0	0	1,456,000	1,455,800	200
Total Dollars	0	0	0	1,456,000	1,455,800	200

Fund 186 CAPA Capital Grants

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	39,590,000	30,880,000	26,522,643	4,357,357	13,067,357
Sum:	39,590,000	30,880,000	26,522,643	4,357,357	13,067,357

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance

<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>
Grants, Benefits & Client Services	1,910,000	1,109,227	800,773	30,880,000	26,522,643	4,357,357
N NZ Other Grants and Benefits	1,910,000	1,109,227	800,773	30,880,000	26,522,643	4,357,357
Total Dollars	1,910,000	1,109,227	800,773	30,880,000	26,522,643	4,357,357

CRAB Emergency Loan Program - Account 23M - Approp R10

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Grants, Benefits & Client Services	1,012,196	1,012,196	500,000	512,196	512,196
Sum:	1,012,196	1,012,196	500,000	512,196	512,196

<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>
Grants, Benefits & Client Services	0	0	0	1,012,196	500,000	512,196
N NR Loan Disbursements	0	0	0	1,012,196	500,000	512,196
NZ Other Grants and Benefits	0	0	0	0	0	0
Total Dollars	0	0	0	1,012,196	500,000	512,196

**County Road Administration Board - All Fund Rollup
19-21 Projections**

Category	FY20	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	
	Allotments	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Exp. Total	Variance	
Salaries and Wages	3,132,464	2,383,901	128,647	121,264	121,264	121,264	149,356	149,442	3,175,138	(42,674)	
Employee Benefits	993,139	747,682	40,560	40,560	40,560	37,052	37,052	37,052	980,518	12,621	
Professional Service Contracts	-	(136,527)	1,250	8,510	1,250	1,250	1,250	1,250	(138,929)	138,929	
Goods and Other Services	1,343,368	721,432	33,006	49,792	43,592	144,322	99,856	102,810	1,211,972	131,396	
Travel	132,000	62,383	10,690	2,700	2,610	25,140	3,620	5,220	112,363	19,637	
Capital Outlays	133,029	5,508	-	116,498	-	-	-	-	122,006	11,023	
Grants	104,942,196	66,433,698	3,902,196	2,360,000	3,960,000	2,590,000	2,590,000	23,106,452	104,942,346	(150)	
Sum without Grants:	5,734,000	3,784,379	214,153	339,324	209,276	329,028	291,134	295,774	5,463,068	270,932	
Category											
Salaries and Wages	3,132,464	2,383,901	128,647	121,264	121,264	121,264	149,356	149,442	3,175,138	(42,674)	
AA State Classified	2,609,472	1,948,975	108,700	101,317	101,317	101,317	101,317	101,629	2,564,572	44,900	AW Vacant Kathy retire February replacement starting January 18th 2021
AC State Exempt	469,992	352,056	19,947	19,947	19,947	19,947	19,947	19,947	471,738	(1,746)	
AS Sick Leave Buy-Out	7,000	24,310					5,434	4,836	34,580	(27,580)	
AT Terminal Leave	46,000	58,560					22,658	23,030	104,248	(58,248)	
Employee Benefits	993,139	747,682	40,560	40,560	40,560	37,052	37,052	37,052	980,518	12,621	
BA Old Age and Survivors Insurance	187,566	141,932	7,691	7,691	7,691	6,891	6,891	6,891	185,678	1,888	
BB Retirement and Pensions	390,075	296,502	15,953	15,953	15,953	14,433	14,433	14,433	387,660	2,415	
BC Medical Aid & Industrial Insurance	16,816	9,073	478	478	478	446	446	446	11,845	4,971	
BD Health, Life & Disability Insurance	344,712	265,570	14,640	14,640	14,640	13,664	13,664	13,664	350,482	(5,770)	
BE Allowances	-	1,280							1,280	(1,280)	
BH Hospital Insurance (Medicare)	43,865	33,300	1,798	1,798	1,798	1,618	1,618	1,618	43,548	317	
BK Paid Family and Medical Leave	10,105	-							-	10,105	
BT Shared Leave Provided Sick Leave	-	6,581							6,581	(6,581)	
BU Shared Leave Provided Per Holiday	-	387							387	(387)	
BV Shared Leave Provided Annual Leave	-	9,659							9,659	(9,659)	
BW Shared Leave Received	-	(16,627)							(16,627)	16,627	
BZ Other Employee Benefits	-	25							25	(25)	
Professional Service Contracts	-	201,375	1,250	8,510	1,250	1,250	1,250	1,250	216,135	(216,135)	
CA Professional Service Contracts	-	201,375	1,250	8,510	1,250	1,250	1,250	1,250	216,135	(216,135)	
Goods and Other Services	1,343,368	721,432	33,006	55,646	49,246	144,322	99,856	108,464	1,211,972	131,396	
EA Supplies and Materials	31,148	24,400	1,300	1,300	1,300	1,300	1,300	1,300	32,200	(1,052)	
EB Communications/Telecommunications	20,040	11,150	395	395	395	395	395	395	13,520	6,520	CTS Services \$355/mo Verizon US Bank \$40/mo
EC Utilities	32,720	16,390	1,364	1,364	1,364	1,364	1,364	1,364	24,574	8,146	MJR Utilities
ED Rentals and Leases - Land & Buildings	235,168	130,528	7,643	7,643	7,643	7,643	7,643	7,643	176,386	58,782	MJR Rent
EE Repairs, Alterations & Maintenance	6,790	5,461						3,395	8,856	(2,066)	
EF Printing and Reproduction	12,818	3,569	100	100	100	100	100	100	4,169	8,649	Sharp \$100/mo
EG Employee Prof Dev & Training	98,203	30,877		23,090					70,877	27,326	
EH Rental & Leases - Furn & Equipment	6,622	3,448	186	186	186	186	186	186	4,564	2,058	Sharp \$186/mo - August had September charged during the month

Category	FY20	Exp. Thru	Projected	Projected	Projected						
	Allotments	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Exp. Total	Variance	
EJ Subscriptions	5,800	592						2,900	3,492	2,308	
EK Facilities and Services	159,634	130,798	7,032	7,032	7,032	7,032	7,032	7,032	172,990	(13,356)	DES CMS \$452/mo DES RES \$187/mo DES Office Fac \$273/mo DES SAFS \$6,120/mo
EL Data Processing Services (Interagency)	144,278	109,262	10,199	7,827	7,827	10,199	7,827	7,827	160,968	(16,690)	CTS Allocations \$4,333/mo CTS Services \$3,000/mo DES Info Sys \$53/mo OFM Core Fin \$254/qtr OFM Enterprise Sys \$2,118/qtr
EM Attorney General Services	4,214	1,004						2,078	3,082	1,132	
EN Personnel Services	60,292	64,483	3,327	3,327	3,327	3,327	3,327	3,327	84,445	(24,153)	DES Training \$3,327/mo OFM Personnel \$585/qtr
EP Insurance	4,171	6,355	87	87	87	87	87	87	6,877	(2,706)	
ER Other Contractual Services	37,950	39,096	419		18,600	419			58,534	(20,584)	OFM Central Service \$419/qtr Contracts for ESRI & Ben Hoffman \$18,600
ES Vehicle Maintenance	9,517	783	50	2,500	50	1,066	50	50	4,549	4,968	
ET Audit Services	21,103	19,140							19,140	1,963	
EW Archives & Records Management Svcs	874	654	109			109			872	2	
EY Software Licenses and Maintenance	447,802	124,412	795	795	1,335	111,095	70,545	53,870	362,847	84,955	Removed software - pre-paying software in FY2 at the end of the biennium June \$52,691 per Drew Woods Memo for IT items CTS Services \$795/mo Web Hosting Other from Eric Document 1/25/2021
EZ Other Goods and Services	4,224	(969)							(969)	5,193	
Travel	132,000	62,383	10,690	2,700	2,610	25,140	3,620	5,220	112,363	19,637	
GA In-State Subsistence & Lodging	60,000	28,841	1,350	1,350	1,300	13,500	2,300	2,100	50,741	9,259	
GB In-State Air Transportation	-	832							832	(832)	
GC Private Automobile Mileage	16,000	8,616	510	510	500	2,360	510	550	13,556	2,444	
GD Other Travel Expenses	6,000	1,237	170	150	150	1,180	150	300	3,337	2,663	
GF Out-of-State Subsistence & Lodging	12,000	3,100	6,000						9,100	2,900	
GG Out-of-State Air Transportation	4,000	2,189	2,000						4,189	(189)	
GN Motor Pool Services	34,000	17,568	660	690	660	8,100	660	2,270	30,608	3,392	
Capital Outlays	133,029	5,508	-	116,498	-	-	-	-	122,006	11,023	
JA Noncapitalized Assets	115,821	5,400		116,498					121,898	(6,077)	IT hardware Purchased
JB Noncapitalized Software	17,208	108							108	17,100	
Interagency Reimbursements	-	(337,902)	-	(5,854)	(5,654)	-	-	(5,654)	(355,064)	355,064	
SC Professional Service Contracts	-	(165,764)							(165,764)	165,764	
SE Goods and Services	-	(157,412)		(5,854)	(5,654)			(5,654)	(174,574)	174,574	
SJ Capital Outlays	-	(14,726)							(14,726)	14,726	
Grants	104,942,196	66,433,698	3,902,196	2,360,000	3,960,000	2,590,000	2,590,000	23,106,452	104,942,346	(150)	
NZ Grants RATA 102	62,884,000	37,954,905	2,160,000	1,130,000	2,050,000	1,360,000	1,360,000	16,869,095	62,884,000	0	
NZ Grants MVF 108	1,456,000	1,455,800							1,455,800	200	
NZ Grants CAPA 186	39,590,000	26,522,643	1,230,000	1,230,000	1,910,000	1,230,000	1,230,000	6,237,357	39,590,000	(0)	
NZ Emergency Loan Grant Program 23M	1,012,196	500,000	512,196						1,012,196	0	

Category	FY20	Exp. Thru	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
	Allotments	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Exp. Total	Variance
NZ Grants Employee Benefits	-	350							350	(350)
Total Dollars	5,734,000	3,784,379	214,153	339,324	209,276	329,028	291,134	295,774	5,463,068	270,932

DEPUTY DIRECTOR REPORT

Prepared by Andrew Woods, PE

CRABoard Meeting – January 28, 2021

Reporting Period: October 24, 2020 to January 22, 2021

County Engineer Changes Since October 2020:

None to report.

County Visits Since October 2020:

Due to COVID-19, all county contacts were by phone, email and virtual meetings.

OTHER ACTIVITIES OF THE DEPUTY DIRECTOR

-  House Transportation Listening Session with CRAB (virtual) – November 4
-  Skagit County Ferry Advisory Board Meeting (Virtual) – November 5
-  Island County Standards of Good Practice Training (Virtual) – November 6
-  Southeast Region RAP Meeting (Virtual) – November 9
-  WSACE Board of Directors Meeting (Virtual) – November 10
-  Northeast Region RAP Meeting (Virtual) – November 12
-  WSACE Legislative Priorities Meeting (Virtual) – November 13
-  County Leaders Conference (Virtual) – November 18-19
-  GIS-Mo Executive Steering Committee Meeting (Virtual) – November 24
-  Ferry County Q&A (Virtual) – December 1
-  Washington Highway Users Federation (Virtual) – December 2
-  County Fuel Tax Study Funds Meeting (Virtual) – December 4
-  Newly Elected Officials Training (Virtual) – December 10
-  Southwest Region RAP Meeting (Virtual) – December 14
-  Soil Cement Full Depth Reclamation Webinar – December 15
-  Puget Sound Region RAP Meeting (Virtual) – December 15
-  Randy Hart Retirement Celebration (Virtual) – December 16
-  WSACE Board of Directors Meeting (Virtual) – December 16
-  Northwest Region RAP Meeting (Virtual) – December 17
-  IT System Administrator Interviews – January 5
-  Meeting with Rep. Ramos & Rep. Fey (Virtual) – January 8
-  National Association of County Engineers Board Meeting (Virtual) – January 11
-  Streetlights Data Services Webinar – January 15
-  Senate Transportation Committee Meeting (Virtual) – January 18
-  House Transportation Committee Meeting (Virtual) – January 19
-  Washington State Transportation Commission Meeting (Virtual) – January 20
-  House Transportation Committee Listening Session (Virtual) – January 21

January 2021 CRABoard Meeting Information Services Update

IT Team Updates



Congratulations to Kathy O'Shea on her retirement February 1, 2021. Kathy has served CRAB since 2003 as the sole database administrator and lead database developer. Her achievements include successfully migrating all 39 counties from CRIS to Mobility between 2003 and 2004, integrating WSDOT CLAS collisions with Mobility, and creating numerous data products which counties use to integrate Mobility and county systems such as GIS.

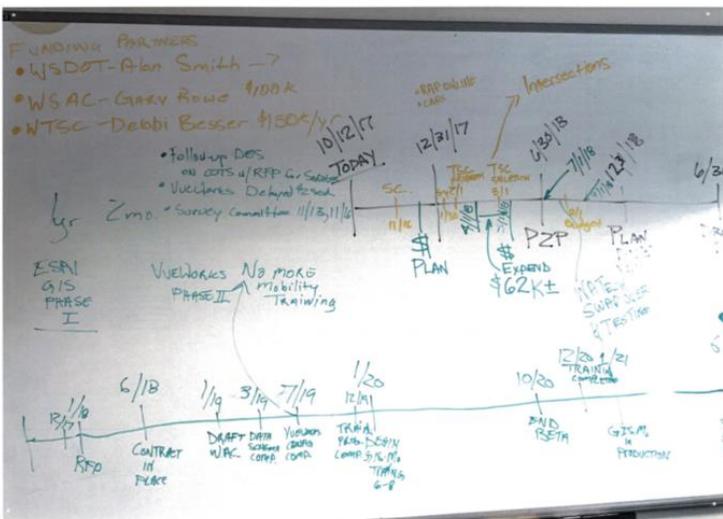
Thank you Kathy for your years of dedication, expertise, and commitment to excellence!



Welcome Angela Rice! Angela joins CRAB as the IT System Administrator. She found a passion for Information Technology while taking courses for a business-related degree. She recently graduated with honors from Central Washington University, where she studied Cyber Security and IT Administration.

Angela will be instrumental in the continued effort to move CRAB technology to the Cloud, beginning with our Microsoft 365 implementation.

Ongoing Projects Summary



All major projects are within scope and on budget. Only our Office365 implementation is behind schedule. This is due to lack of resources in systems and security, and compounded by emergent issues with interagency support. We've taken action to address both issues, i.e., additional support at IT System Administration and redefining the scope of interagency support.

GIS-Mo began Go-Live activities January 11 with Kitsap County as the first to submit their 2020 road log. Walla Walla and Okanogan counties have also had their 2020 road log approved and initial route geometry evaluated for completeness. 31 of 39 counties will provide CRAB with the route geometry, greatly improving the spatial representation of county roads at the State and Federal level.

Disaster recovery is potentially the most significant function of the Information Services Division. In the event of fire, flood, or cyberattack, can CRAB recover its data, and how quickly? We've procured backup services for all data in the Cloud, which includes periodic storage to a device completely disconnected from any networks. This is crucial in the event of certain types of cyberattacks such as "ransomware."

Major Milestones by Project

- GIS-Mo: Go-Live underway, VisRate ported to GIS-Mo, monthly user forum being developed, and advanced training in planning stages
- CRAB Website: Website transfer to WaTech complete and stable
- Office 365: Training and implementation planning scheduled
- Cloud Migration: Backup and recovery services procured

County Specific GIS-Mo Activities

- December 2020 – Jefferson County - 3 employees went through a modified GIS-Mo training
- December 2020 - Discussion with Skagit County Commissioners regarding Asset Management data collection
- December '20/January '21 – King County weekly check in meetings for data migration, sharing the data (long and short term), Network security, onboarding checklist
- January 2021 – Spokane County – Onboarding checklist, equipment, roles, work orders
- January 2021 – Snohomish County onboarding checklist, roles, equipment, process
- January 2021 – Clark County – onboarding checklist, SignRate compatibility, testing mobile devices & compatible devices, rest services, beta testing

Upcoming

- February 2021 – Meeting with Ferry County staff for an overview of R&H and Vueworks – how will it help them for Maintenance Management
- February 2021 – Pierce County GIS-Mo transition
- Future – Monthly forum meetings, change management, R&H, Lessons learned, migration into Advanced modules, reports.

Additional Information Services Activities Update

a. Administrative

- i. Reorganization of duties
 - Nolen (Application and Database Development) absorbing database development duties
 - Scott (Systems and Security) absorbing database administration duties
 - Database Administration discontinued, IT System Administration position created
- ii. IT Staff Professional Development
 - Scott completed B.S. in Information Technology
 - Donna underway with B.S. in Computer Science
 - Advanced Asset Management training underway through Ben Hoffman Consulting, LLC
- iii. Submitted Annual IT Certification due September 2020

b. System Security Update

- i. Cybersecurity
 - Continuous monitoring of advanced threat protection tools
 - Evaluated threat exposure
 - Underway with remediation
- ii. Completed IPv6 migration plan due December 30th, 2020 per OCIO policy
- iii. Windows critical updates performed

iv. Full server Anti-Virus sweeps

c. Budget

Completed review of all IT related spending for remainder of FY21

Strategic Plan & Performance Measures

- Cloud computing impacts on IT workforce
- Training to maximize benefits and lower costs
- Service Brokers & Business Co-creators
- Enterprise Automation

4A1 Service requests resolved in developing uniform and efficient transportation-related information technology resources.

October 1 to December 1, 2020: **93.9%** (66 submitted, 62 resolved)

4A2 Percent of Agency systems up-time during operational hours (6AM – 6PM, M-F).

October 1 to December 31, 2020: **99.999994% uptime**

ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – January 28, 2021

Reporting Period: November 2020 thru January 2021

COUNTY VISITS

None due to Covid19 and the Holidays

COUNTY CONTACTS/CONSULTING

Total Contacts: 89

81 Contacts with 26 Counties

Other Agencies – 7

Public – 1

COUNTY AUDITS – For Fiscal Year 2019

No new audit issues, with compliance components initiating consultative contacts, involving the road fund or road departments, have been reviewed in the last quarter.

OFFICE OF THE COUNTY ENGINEER TRAINING

County Engineers' training December and January in Olympia cancelled due to Covid 19. Updating content of the training manual for upcoming training.

COUNTY ENGINEER DESK REFERENCE

No update to the Desk Reference.

OTHER ACTIVITIES OF THE EASS

-  Meeting with Megan McPhaden, Legislative Staff, local elected official training questions
-  Island County training via Zoom on Standards of Good Practice and required reporting
-  Regional RAP meetings: SE, NE, SW, PS, NW
-  WSACE County Leaders Conference
-  SAO local government accounting committee meeting
-  Working with Steve Johnson and Drew Woods on proposed new grant program
-  Review of proposed legislation (2021 Bills)

COMPLIANCE MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – January 28, 2021

Reporting Period: November 2020 thru January 2021

COMPLIANCE

WAC 136-12 – Vacancy or Change in Position of County Engineer:

Update on Current Vacancies:

County	Effective Date	Original Six-Month Expiration	Six-Month Extension	Notes
Pacific	Sept. 6, 2020	March 3, 2021	-	Actively recruiting
Asotin	July 10, 2020	January 10, 2021	July 10, 2021	Actively recruiting Interim Walt Olsen
Lincoln	October 1, 2020	April 1, 2021	-	Actively recruiting Interim Walt Olsen

County Audit Reviews

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	14	7	5	Yes	No
<i>Accountability</i>	14	1	7	Yes	No
<i>Fraud</i>	1	1	0	No	No
<i>Performance</i>	0	0	0	No	No

One accountability audit finding for the road department was regarding procurement, not awarding to the low bidder, not using sealed competitive formal bids, and retainage issues. One management letter for ER&R was regarding rates and contingency. Neither one required CRAB staff to initiate consultation once the situations were explained by the counties.

December 31, 2020 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.

Thank you to Donna Quach for getting up to speed on CARS and having a positive impact on our customers' online experience.

All the above forms and reports required to be submitted to CRAB by December 31, 2020 in order to maintain compliance with the Standards of Good Practice have been submitted on time by all of the 39 counties, with the exception of one form. Additionally, one county failed to meet the bi-annual surface rating requirements of their surfaced arterials and collectors. That county has committed to a performance improvement plan and we will report on that county's status at the April CRABoard meeting.

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 2020, 37 of 39 counties were compliant as required with the two remaining counties being very close to compliance and considered to be in reasonable compliance. One issue still plagues the CLAS system, which relates to how the WSDOT program reacts to a "not my jurisdiction" response from the county.

CERTIFICATION

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.

I certify that I have reviewed all of the above compliance reporting with the Deputy Director.

OTHER ACTIVITIES OF THE COMPLIANCE MANAGER

-  Meeting with Megan McPhaden, Legislative Staff, local elected official training questions
-  Island County training via Zoom on Standards of Good Practice and required reporting
-  Regional RAP meetings: SE, NE, SW, PS, NW
-  WSACE County Leaders Conference
-  SAO local government accounting committee meeting
-  Working with Steve Johnson and Drew Woods on proposed new grant program
-  Review of proposed legislation (2021 Bills)

Design Systems and UAS Programs

1. Design Systems

➤ Training Program

- No in-person learning has been delivered or scheduled for last quarter and this upcoming quarter due to lingering COVID concerns and restrictions.

➤ Pinnacle Series LMS

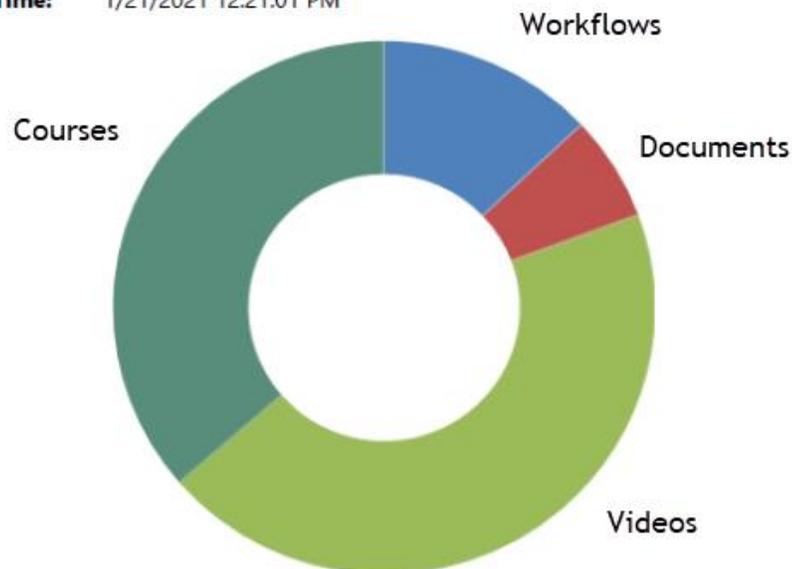
- CRAB has completed and uploaded 16 assets and one learning path.
- 4th quarter performance
 - The platform has 739 registered users and has had 204 unique active logins during the period.
 - Users have accessed 1,098 assets and 530 learning path courses.
 - Of the assets accessed, 278 were CRAB's custom content in support of GIS-Mo and RAP Online.
 - Using imputed averages for assets and courses, CRAB provided approximately 357 person hours of training.

Resource Access/Use

Content items and features access/used by Resource during the period.

Period: 10/23/2020 - 1/21/2021

Report Date/Time: 1/21/2021 12:21:01 PM



Summary		
Workflows:	204	(12.53%)
Documents:	121	(7.43%)
Videos:	773	(47.48%)
Courses:	530	(32.56%)
Total:	1628	

Summary	
Current Registered Users:	739

Summary	
Total Unique Active Users:	204

- Design Systems issued a survey in early January to solicit feedback on Pinnacle’s content and usability. Staff is currently working with the county user administrators to encourage more response, and will be compiling the results and developing an action plan to address comments and make improvements.
- Road Design Conference
- CRAB elected to cancel our 2021 Road Design Conference. Based on the current COVID status and the anticipated vaccine schedule, staff felt that a conference in March would not be well attended and possibly not allowed at all under state rules. Campbell’s Resort in Chelan has been most gracious to CRAB in allowing us to cancel the 2020 and 2021 conferences at no cost despite signed contracts. Their only request was to schedule our next two conferences for March of 2022 and 2023. We are not alone in our hopes that COVID will be well under control by March of 2022.

2. UAS Program

- Recent FAA rule changes, announced on December 28, are defined as “advancing safety and innovation” of the drone industry in the United States. The exciting part, and the aspect that garnered the most attention from remote pilots, is the relaxation of rules against night operation and operating above people and moving vehicles. Since 2016, it has been against FAA regulations to operate drones less than 55 pounds (25 kg) at night or over people without a waiver. This rule was seen as stifling innovations in the drone industry, since any useful commercial drone flights would likely need to overfly populated areas and roadways with the possibility of doing so at night. The new rules allow these operations without a waiver for four categories of drones, classified by how much damage they would do if they were to lose control and hit someone. The rules also define the inspection and certification regimes for both aircraft and pilot, as well as stipulating that operators have to have their certificate and ID on their person while flying.

While this seems like great news, there will be a trade off. The rule changes also impose the requirement for “Remote ID”, which is said to be “a major step toward full integration of drones into the national airspace system.” Certain drones will be required to carry a system that transmits identification messages directly from the aircraft, including such data as serial number, location and speed of the drone, as well as the location of the operator. The rules speculate that this would likely be done over WiFi or Bluetooth, and would need to be receivable with personal wireless devices. The exact technical implementation of these rules is left as an exercise to manufacturers, who have 30 months from the time the rules go into

effect in January to design systems, submit them for certification, and get them built into their aircraft. Drone operators have an additional year to actually start using the Remote ID drones.

For CRAB and the counties, these rule changes mean an immense opportunity to expand our ability to easily collect data remotely.

The complete document to the published rulemaking can be found at https://www.faa.gov/regulations_policies/rulemaking/recently_published/

- As a result of these rule changes, CRAB will be aggressively pursuing upcoming grants from the WSTC to evaluate drone hardware and software in the accurate collection, dissemination and recording of data related to county roads.

**County Road Administration Board
January 28, 2021**

Executive Director Recruitment Process Discussion

Review Panel: Chairman Brian Stacy, PE
Vice-Chairman Commissioner Rob Coffman
Second Vice-Chair Commissioner Lisa Janaki

- Monday, February 1, 2021, Executive Assistant will send application packages to Review Panel after recruitment closes on January 31, 2021 at midnight.
- Brian will reach out to Lisa and Rob to set up TEAMS meeting for discussion on next steps:

Option 1

Close recruitment and start the process to set up interviews, and determine the following:

How will the interviews be conducted – Zoom/TEAMS, in-person, and/or both - and where?

Interview dates and times?

Executive Assistant to set-up “Special CRABoard Meeting”.

Executive Assistant contact applicants and set-up interviews.

Option 2

Extend recruitment:

Determine what date to extend to

Executive Assistant send out e-mails to distribution lists announcing the extension.