

CRABoard Meeting
January 27-28, 2022
Olympia, Washington



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



AGENDA

County Road Administration Board
 January 26 - January 28, 2022
 CRAB Office - Olympia, Washington
 via Zoom

January 26
1:00 PM
 thru
5:00 PM

Strategic Planning Workshop
 (No Board Action will take place)

January 27
8:30 AM
 thru
12:30 PM

Strategic Planning Workshop
 (No Board Action will take place)

January 27
1:00 PM

Page # 1 Call to Order

2 Chair's Report - Rob Coffman

- A. Introduce New Board Members:
 Thurston County Commissioner Carolina Mejia
 Lewis County Commissioner Lindsey Pollock
 Departing Board Member - Kathy Lambert
- B. Approve January 27-28, 2022 Agenda
- C. Approve Minutes of October 28, 2021 CRABoard Meeting

1 - 2
3 - 13

Info	
Info	
Info	
Action	Enclosure
Action	Enclosure

3 Executive Director's Report - Jane Wall

- A. Staff Updates
- B. 2021 Annual Report
- C. Director's Activities
- D. Legislative Update

Info	
Info	
Info	
Info	

4 Rural Arterial Program - Steve Johnson, PE

- A. Program Status Report
 - 1. Completed Projects
- B. Regional Meetings Update
 - 1. Update on previous Board actions projects
 - 2. Update on ELP projects
 - 3. Update on County Ferry Capital Improvement Program (CFCIP)
Call for Projects
- C. Resolution 2022-001 - Apportion RATA Funds to Regions

14
15 - 21
22
23
23 - 24
24
25

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

2:00 PM

5 Public Hearing - Drew Woods, PE

- A. WAC 136-60 - Updating changes to Master Road Log Control Fields
- B. WAC 136-600 - Creating Equipment Rental & Revolving (ER&R) Fund
- C. WAC 136-150-021 - Road Levy Certification Change

26 - 33
34 - 43
44 - 47

Action	Enclosure
Action	Enclosure
Action	Enclosure

- Page #** **6** **Deputy Director's Report - Drew Woods, PE**
48 - 56 A. Current Budget Status
57 - 59 B. 2021-23 Supplemental / Governor's Submittal
60 - 71 C. Deputy Director's Report

Info	Enclosure
Info	Enclosure
Info	Enclosure

7 **Possible Executive Session**

Info	
------	--

RECESS

January 28
8:30 AM

8 **Call to Order**

9 **WSACE Report - Axel Swanson, Managing Director**

Info	
------	--

10 **Staff Reports**

- 72 - 75** A. Engineering & Administrative Support - Derek Pohle, PE
76 - 78 B. Information Services - Tommy Weed
79 - 81 C. Design & UAS Systems - Brian Bailey

Info	Enclosure
Info	Enclosure
Info	Enclosure

ADJOURN

Chair: _____

Attest: _____

**Minutes
County Road Administration Board
October 28, 2021
CRAB Office - Olympia, WA
and Zoom participation**

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
Doug McCormick, PE, Snohomish County Engineer

Members Present: Lisa Janicki, Skagit County Commissioner, Vice-Chair
via Zoom Mark Storey, PE, Whitman County Engineer, Second Vice-Chair
Al French, Spokane County Commissioner
Kathy Lambert, King County Council Member
Grant Morgan, PE, Garfield County Engineer
Brad Peck, Franklin County Commissioner

Member Absent: None

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Tommy Weed, IT Director
Jason Bergquist, Executive Assistant
Derek Pohle, PE, Engineering & Administrative Support Manager

Staff Present: Steve Johnson, PE, Grant Programs Manager
Via Zoom Mike Clark, Road System Inventory Manager
Cameron Cole, GIS Administrator
Nolen Young, Software Engineer
Brian Bailey, Design Systems & UAS Program Manager
Eric Hagenlock, Data Quality Assurance & Analysis Manager

Guests: Axel Swanson, WSACE Managing Director
Washington State Representative, Jake Fey

CALL TO ORDER

Chair Coffman called the meeting to order at 9:00 am.

CHAIR'S REPORT

Board Recognition

Chair Coffman acknowledged the untimely passing of Commissioner Stamper who had joined the CRABoard in February 2021 and passed away in September 2021. He was elected Lewis County Commissioner in 2014, and before that, his career was in public education. A recognition plaque will be sent to Commissioner Stamper's family thanking him for his dedication and service to the CRABoard.

Approve Agenda for October 28, 2021 Meeting

Commissioner Peck moved and Commissioner French seconded to approve the agenda as amended. **Motion passed unanimously.**

Approve Minutes of July 29-30, 2021 CRABoard Meeting

Councilmember Lambert moved and Commissioner Janicki seconded to approve the minutes of the July 29-30, 2021 CRABoard meeting. **Motion passed unanimously.**

Set 2022 CRABoard Meeting Dates

Chair Coffman asked whether the proposed dates worked for all CRABoard members. Commissioner Janicki moved, and Mr. McCormick seconded, to set the 2022 meeting dates as follows: January 27-28, April 21-22, July 28-29, and October 27-28.

Motion passed unanimously.

Staff Introductions

Chair Coffman had Jane Wall introduce CRAB's new IT Director, Tommy Weed. Before joining CRAB, Tommy Weed served as the Washington Traffic Safety Commission (WTSC) IT Director. Tommy has also worked for the State of Washington in multiple IT capacities for the last ten years, working for such agencies as the Department of Social and Health Services, the Department of Correction/Correctional Industries, and the Employment Security Department. Mr. Weed shared that he's excited to be here at CRAB!

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Johnson reviewed the Rural Arterial Program (RAP) project status report. He noted that 1,113 of 1,238 projects have been completed to date. Anticipated revenue at the end of the 2021-2023 biennium is \$692,624,888. RAP expenditures to date total \$629,273,333. RAP obligations remaining are \$135,853,938.

Mr. Johnson shared that 16 projects are Awaiting Closeout, while 109 are either in design or production phase. As for RAP Obligations, \$17.3M is underfunded yet to be allocated to partially funded projects, and nearly \$3M have pending requests for reimbursement.

Mr. Johnson presented some before and after photographs of recently completed RAP projects in Clark, Lewis, and King Counties.

Resolution 2021-010 – Apportion Rata Funds to Regions

Mr. Johnson presented Resolution 2021-010 – Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$6,741,261 deposited to the RATA for July, August and September 2021 be apportioned to the regions by the established 2021-2023 biennium percentages after setting aside \$132,320 for administration.

Following questions and discussion, Mr. Morgan moved, and Councilmember Lambert seconded to approve Resolution 2021-010 – Apportion RATA Funds to Regions.

Motion passed unanimously.

Board Action – Request Advance Construction Funds

Mr. Johnson shared the status on previous Board Action projects, including:

- Columbia County – Lower Hogeeye (0713-02) construction lapse extension to April 2023- No significant update. Construction remains scheduled for summer 2022.
- Wahkiakum County – Elochoman Valley Road and Clear Creek fish Passage (3515-04) construction lapse extension to September 2022 - Wahkiakum County applied for additional funding through the Recreation Conservation Office (RCO), however did not receive any of the requested funding. Therefore, the County is intending to withdraw the project, and will request a waiver of payback for a portion of the RATA funds spent to date. We expect this discussion to occur at the January Board meeting.
- Asotin County – Snake River Road project termination and waiver of payback. Asotin County has hired a consultant to provide grant funding assistance (in applying for grants) for this project as well as others, and has sent a letter requesting legislative support to Senator Patty Murray’s office. The County is planning to apply for RATA funding in our next cycle, aiming to construct what they are calling Phase 1 – a portion of the original project, while pursuing alternative sources for the remaining project length.
- Columbia County Emergency Loan for Road, Bridge, and Streambank Repairs damaged in Flooding Event (two loans). Repair work, including in-water work, has continued and is nearly done. Still processing FEMA paperwork. As of check-in date, county has not received any reimbursements, and the effort remains very labor intensive. There have been no ELP repayments made yet. The 2-year contract term for the first loan is coming up in April 2022. The 2nd loan’s 2-year contract is through January 2023.
- Franklin County Emergency Loan for Replacing Culvert destroyed by Wildland Fire. All work except guardrail replacement has been completed. First billing has been sent. FEMA process continues for additional reimbursements.

Mr. Johnson shared that Adams County had requested a contract amendment to authorize the remaining RATA funds for the active project 0119-01 – McKinney Road #1 2R project. The requested RATA funds for this project totals \$1,067,400. RATA authorized to date is \$814,700. The remaining \$252,700 in RATA funds is expected to be authorized as part of the 2023-2025 biennium RAP cycle. If the funds are made available now, Adams County intends to construct the project in the summer of 2022 instead of 2023.

Mr. Johnson added that part of the reason for the request was because CRAB Staff had asked all counties to see which projects they had that could be moved sooner to use RATA funding, and Adams County said that it could.

Following questions and discussion, Mr. Storey moved, and Mr. McCormick seconded, to approve Adams County's Advance Request for Construction Funds. **Motion passed unanimously.**

Call for Projects

Mr. Johnson proposed to the Board a Call for Projects for 2023-2025 Biennium.

In the '19-'21 biennium RATA spending was 62% of that planned. Last year we implemented a Reimbursement Schedule change to better represent the true project schedules (no longer rolling unspent funding forward – so now each project needs to be updated every quarter). Therefore, you will see that the Planned Spending is now closer to what actual spending should be. Staff anticipates the end of 2021 – 2023 RATA balance at \$19,700,000. The balance during the '23 – '25 biennium will likely remain steady as there are more projects programmed for construction during that time, but the likely spending nearly matches the revenue forecast. The resulting balance at the end of the 2023 - 2025 biennium is anticipated to be about \$20,000,000. The balance will be slightly less if any new 2R projects (\$5,000,000 CN), scheduled for '25 – '27 advance into the '23 – '25 biennium.

Staff recommends a call for projects be issued by the CRABoard in January, 2022 for projects to be funded during the 2023 – 2025 funding period, with the first allocation to occur in the CRABoards' spring, 2023 meeting. A call for projects will require preliminary proposals be submitted to CRAB by March 1, 2022. The funding level recommended by staff is \$50,000,000 based on projected RATA balance, forecast revenues, and timing for construction reimbursements of projects to be funded. Staff further recommends that in the event the RATA balance should drop to \$5,000,000, projects be delayed based on progress as certified in RAP Online and discussions with the county engineers.

Following questions and discussion, Mr. McCormick moved, and Mr. Storey seconded to approve the motion to Call for Projects for 2023-2025 Biennium. **Motion passed unanimously.**

WSACE Managing Director – Axel Swanson

Mr. Swanson shared that he had visited the CRAB office the month prior (September) and met the staff. He provided the Board with some of his educational background and experience, including nearly 4 years as Cowlitz County Administrator prior. Mr. Swanson previously served as Research Director at WSAC, where he worked closely on projects pertaining to the County Engineers group and culverts research. He also once served as Cowlitz County Commissioner.

Mr. Swanson said that he's been doing a lot of listening and learning, and getting help where he can, including from Ms. Wall who is his predecessor in the WSACE Managing Director role. He shared that WSACE's Legislative Priorities will remain the same,

including preservation and maintenance of county roads. He'll be attending the WSAC County Leaders Conference next month (November) where he is helping with breakout sessions and trying to make County Engineer meetings hybrid where possible. WSACE is planning to host a Professional Development Conference in February 2022 but they're still looking for potential venues and working out specific logistics.

Mr. Swanson shared that he's familiar with the CAP and RAP programs, but very much appreciated the refresh of the programs presented by Mr. Johnson earlier in meeting.

EXECUTIVE DIRECTOR'S REPORT

Ms. Wall asked for approval of the Annual Certification Form. Mr. Storey moved, and Councilmember Lambert seconded to approve the Annual Certification Form. **Motion passed unanimously.**

Staffing update

Ms. Wall announced that Ms. Mayner departed CRAB at the end of September, and Mr. Hagenlock transitioned into a new temporary role at CRAB as Data Quality Assurance & Analysis Manager. Tommy Weed was hired to serve as the new IT Director.

WA State Representative Jake Fey (arrived @10:35am)

Ms. Wall introduced Representative Fey and shared that he represents the 27th District, which includes City of Tacoma and parts of Pierce County.

Rep. Fey shared that there won't be a special session in November 2021 to consider a transportation revenue package, but that House and Senate leadership have been meeting and have agreed on the revenue component of a package. They continue to work on the spending framework. They have come to agreement on a number of spending items, including a spending plan for fish passage barrier removal and ferries. However, they have yet to come to agreement on the local share of the revenue package

Representative Fey expects to continue negotiations between the House and Senate throughout the fall and into the 2022 legislative session.

Representative Fey noted that he continues to advocate for CRAB programs and appreciates our funding model.

Chair Coffman called for a brief 15-min recess @11:32am.

Ms. Wall resumed giving her Executive Director's Report where she had left off prior to Rep. Fey arriving to the meeting.

EXECUTIVE DIRECTOR'S REPORT (cont'd)

Strategic Plan Update

Mrs. Wall shared with the Board a proposed timeline for a strategic planning process regarding future revenues.

- 1) Project Initiation – November 2021: Kick-off strategy meetings with CRAB staff to prepare for workshops and environmental scan (survey, one-on-one's, etc.)
- 2) Stakeholder Feedback Session – November – December 2021: Follow-up on environmental scan in a facilitated workshop session with identified stakeholders. Work with CRAB staff to develop feedback discussion points.
- 3) Strategic Planning Workshops – January – April 2022: Up to 3 planning workshops and supporting subgroup meetings (if needed). Workshops will incrementally develop the mission, vision, values, strategic goals for the next three years, and action plan activities for next year.
- 4) Post Workshop Activities – Through April 2022: Summarize action items, document outcomes from the workshops and finalize next steps.

Ms. Wall proposed having the Strategic Planning meeting on the Wednesday (January 26, 2022) before the January Board Meeting (January 27-28, 2022), so she said an email would be sent out to the Board after this meeting asking if that date would work.

Director's Activities

Ms. Wall reported on her first five months at CRAB. She noted that she has met individually with all Board members (either in person or virtually) in August-September. She also shared that she's had the opportunity to meet with a fair amount of Legislators over the last couple of months, including Rep. Fey, Rep. Ramos, and Senator King. Ms. Wall made a visit to Spokane County to attend the ribbon-cutting opening ceremony of a recently completed CRAB funded project there, including Commissioner Coffman and Commissioner Janicki who were both in attendance on behalf of the CRAB Board.

DEPUTY DIRECTOR'S REPORT

Mr. Woods reported that no new county engineers have been appointed since July. He noted that all county contacts were by telephone, email and virtual meetings.

Mr. Woods presented reports for all budget activity for the current budget ending September 30, 2021, so we're only 3 months into the new biennium. He noted that the agency was coming slightly over budget from where we'd expect to be, but nothing to worry about at this point and time. As an agency, we overspent on our insurance, but that was a math error over at DES and will be made up as part of the supplemental budget process. So while it shows a negative balance currently, it'll be corrected, so really we're actually coming in a little underbudget.

Supplemental Budget Request

Increase the expenditure authority of the County Arterial Preservation Account (Account 186-1) capital program by \$8,774k. The increased expenditure authority is needed due

to an increase in the MVA transfer adopted in the 21-23 transportation budget, American Rescue Plan Act funds, and increased revenue estimates from the June 2021 transportation revenue forecast.

Mr. Woods reviewed a list of his activities since the July 2021 CRABoard meeting.

Chair Coffman called for a 30-minute recess @ 12:22pm to allow the Board and staff to prepare for the working lunch. Staff Reports will be shared @1:00pm.

ENGINEERING AND ADMINISTRATIVE SUPPORT SERVICES

Mr. Pohle shared his reports and informed the Board he had no county visits since the last July Board meeting, however he had 69 total contacts representing 28 counties and other state agencies and interactions with the public.

Compliance Report

Mr. Pohle reported that Asotin County is actively recruiting for the position of County Engineer. Asotin County has hired Ted Sharp, PE as the Interim County Engineer, and Lincoln County hired Walt Olsen, PE, as the Interim County Engineer. Pacific County's County Engineer resigned, so they have hired Paul Lacy, PE as the Interim County Engineer

Benton County:

Earlier this year Benton County was issued a Management Letter associated with their Accountability Audit regarding an abandoned stockpile, see the attached narrative from Benton County. This matter has no satisfactory resolution, staff considers the matter closed.

Clark County:

Following the termination of the county engineer earlier this summer, Clark County Public Works staff self-reported that they suspected the department had some compliance issues. CRAB staff met with Clark County staff to go over the potential issues, isolated four compliance issues to focus on, and associated reporting.

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. 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>	13	3	0	Yes Ferry, Pend Oreille	No
<i>Accountability</i>	5	0	4	Yes Clark	No
<i>Fraud</i>	0	0	0	No	No
<i>Performance</i>	0	0	0	No	No

Ferry and Pend Oreille counties both had findings regarding procurement policies not being up to date and have been resolved. Clark had a management letter regarding the use of piggyback contracts for the procurement of ER&R vehicles and the county has since changed its process.

Mr. Pohle noted that two classes of County Engineers' training are scheduled for December 2021 (one of which was a re-schedule for the cancelled September class), and two other classes will be held in February 2022 and May 2022. Mr. Pohle has worked on updating some additional documents in the training manuals as well.

Information Systems

Mr. Weeds reported that this past quarter IT Staff have been extremely busy trying to finish the GIS-MO project, which moved to an Agile workflow to help the team organize, stay on track, and project the future of the project. This has greatly aided in being able to manage this project. The project has met the OCIO oversight requirement. Oversight on the project is now over.

Mr. Weeds shared that October is Cybersecurity Awareness Month (aka "Hacktober") which kicks off every October for the purposed of improving everyone's understanding of online threats and how to protect the information entrusted to the State and its agencies such as CRAB.

He noted that staff has completed additional security activities, such as its annual asset inventory, updated its Disaster Recovery Manual, and worked with Transportation Improvement Board (TIB) to complete the tri-annual Security Audit in October.

Mr. Weeds noted that Angela Rice has renewed her CompTIA Security+ certification, and Donna Quach continues to work toward a B.S. in Computer Science. Professional Development is encouraged to IT Staff, and Microsoft Enterprise Skills Initiative is being made available to staff who wish to continue IT skill sets with Microsoft products.

He also noted that for service requests resolved in developing uniform and efficient transportation-related information technology resources (4th Quarter update), 125 requests were submitted and 106 were resolved. During the same period, CRAB

systems up-time percentage during operational hours of 6:00 am to 6:00 pm Monday through Friday was 99.98088%.

Mr. Weeds introduced Mr. Young & Mr. Cole, who gave a brief presentation on a GIS-MO Update on where we've been, what we've accomplished, and what's next. They have stood up all 39 VUEWork sites for each county. They developed the project county launch using Agile project management. New features were developed for GIS-MO, including but not limited to: Audit Trail, data import/export tool, expanded budget forecasting, and utilized testing strategies to verify expected behavior of new features. Developed over 300 total reports for counties, with more on the way. The system is fully integrated with SAW authentication to meet OCIO requirement. CRAB Staff has begun fully launching the entire GIS-Mo system to the first counties (Spokane, Clark and Whatcom), which gives fuller access to the Road Log portion of the application.

Chair Coffman opened the Public Hearing @2:00pm

WAC PROPOSED CHANGES

Mr. Woods presented two CR-102 documents. The first one pertaining to the proposed revisions to 4 existing WACs (WACs 136-12, 136-14, 136-15, 136-50) which are often referred to as the "Standards of Good Practice". These were the same WACs presented at the last Board meeting in July. Mr. Woods shared that CRAB had received no public comments in writing by the advertised deadline. The second CR-102 (WACs 136-130, 136-161, 136-163, 136-165, 136-167, and 136-170) were requests by the RAP regions. Many of the revisions are housekeeping changes, and updates to reflect current practices. These are mostly minor changes to existing WACs, and CRAB has received no comments during open period, so we are having a Public Hearing today on these 12 WACs to see if there is any further discussion or comments.

Following questions and discussion, Mr. Storey moved, and Mr. McCormick seconded, to accept the proposed changes to WACs 136-12, 136-14, 136-15, 136-50, 136-130, 136-161, 136-163, 136-165, 136-167, and 136-170. **Motion passed unanimously.**

Mr. Woods presented a proposed amendment to WAC 136-150-021 which is requesting to change the due date for the road levy certification date from February to March. Mr. Woods asked if there were any questions and there was none. (Public Hearing 1/27/22)

PROPOSED NEW WAC

Mr. Woods presented proposal of adding a new WAC chapter – WAC 136-600 Equipment Rental and Revolving Fund. Staff previously initiated the CR-101 filing process with the Office of the Code Reviser to notify the public and other state agencies that we are considering this. After the July Board Meeting, there were two items we did get some feedback on to change. CRAB Staff requested that the Board set a Public Hearing on WAC 136-600 and WAC 136-150-021 at the January 27, 2022 CRAB Board Meeting @ 2:00pm. Staff were directed to also file the necessary CR-102 paperwork

with the Code Reviser's Office.

Mr. McCormick moved, and Mr. Morgan seconded, to schedule a Public Hearing on Thursday, January 27, 2022 at 2:00 pm. **Motion passed unanimously.**

Design and UAS Systems

Mr. Bailey shared that CRAB provided one in-person training event at our training facility in Olympia. This three-day training was attended by 7 county staff from Mason, Ferry, Thurston, and Island Counties. In total, we provided 140 person-hours of in-person training.

Design Systems provided minimal assistance to county design staff through CRAB-NET support ticketing during the quarter. There was a slight up-tick from last quarter. This can be attributed to conversations with counties where we have emphasized the need for staff to submit their questions via the CRAB-Net support tickets.

Pinnacle Series LMS

- CRAB continues to add help documents and videos in support of Sincpac tools for Civil 3D.
- CRAB held two LMS scheduled events that attracted 34 and 48 users per event respectively. As in past quarters, each event has increased average use of the platform following the events.
- 2021 3RD quarter performance
 - The platform has 784 registered users and has had 168 unique active logins during the period. The total number of users had decreased as a result of invalid email address for users.
 - Users have accessed 695 individual assets and 339 learning path courses.
 - Of the assets accessed, 159 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac.
- Using imputed averages for assets and courses, CRAB provided approximately 200 person-hours of training.

As a side note, regarding LMS, Mr. Bailey shared that he'll be meeting with Eagle Point to discuss the progress of the platform since we just reached our 1 year since the launch of the platform. The goal will be to discuss the performance of our platform compared to other clients of theirs, and look where we go from there with their support.

In September, CRAB flew a mission with Skagit County. This mission consisted of acquiring imagery of a debris pile that had formed at the base of several piers of a county owned bridge on the Skagit River. The county wanted to quantify the mass before the rainy season and compare it with a flight next spring. The use of a drone in this instance exemplifies the cost savings and safety improvements for survey staff that the county would normally incur to quantify such a project. For this project, CRAB used its newly acquired 20-megapixel camera for improved ground sampling distance. This

improvement allows each pixel in the image to represent an approximate one-half inch measurement. In comparison, our original camera represented an approximate 3.5 inch measurement.

Mr. Bailey shared various photos taken by the UAS drone. Looking forward to the next quarter, CRAB will be working with Spokane County with our newly acquired FLIR thermal camera. In this study, we hope to analyze the temperature difference of a bridge deck to show areas of potential delamination. CRAB will report further on this proof-of-concept project next quarter.

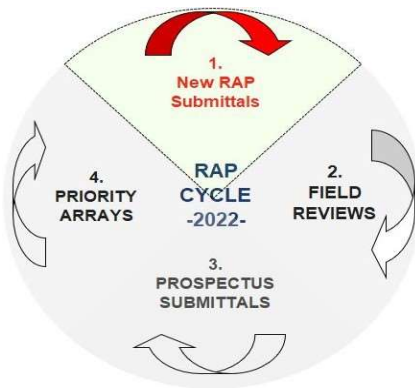
Chair Coffman noted that there was no need for an Executive Session.

Chair Coffman adjourned the meeting at 2:30 pm.

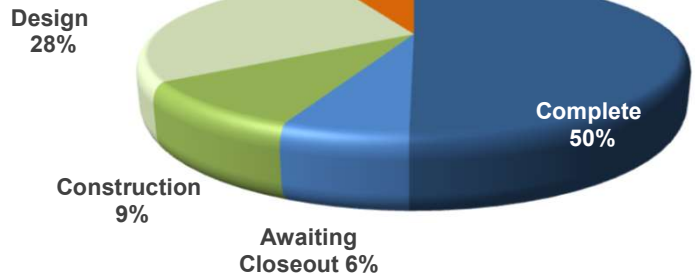
Chair

Attest

RURAL ARTERIAL PROGRAM
January 2022



Projects Funded 2009 - 2023
No RATA Claimed 7%



PROJECT STATUS:

Billing Phase	'83-'09	'09-'11	'11-'13	'13-'15	'15-'17	'17-'19	'19-'21	Current Biennium '21-'23	TOTAL
Completed	1002	37	2	43	20	13	3		1120
Awaiting Closeout		1		3	2	7	1		14
Some RATA paid	1	1		4	19	22	33	8	88
No RATA Paid							6	10	16
TOTAL	1003	39	2	50	41	42	43	18	1238

FUND STATUS:

Anticipated Revenue to end of '21 - '23 Biennium:

Fuel tax receipts and interest through June, 2021

644,127,088

Estimated fuel tax, int, Elect Vehicle overages and **MVA Transfers** July '21 thru June '23

48,497,800

Total estimated revenue

692,624,888

RAP Expenditures to date:

To Completed Projects

588,915,726

To Projects in Design or Under Construction

40,595,231

Administration

13,303,689

Total RATA spent

642,814,646

RAP Obligations:

RATA Balance on Active Projects

110,136,761

RATA \$ yet to allocate to Partially funded projects -

17,043,249

Requests for reimbursement - pending

1,593,985

Estimated remaining administration through 2021- 2023 biennium

874,627

Total RATA obligated

129,648,622

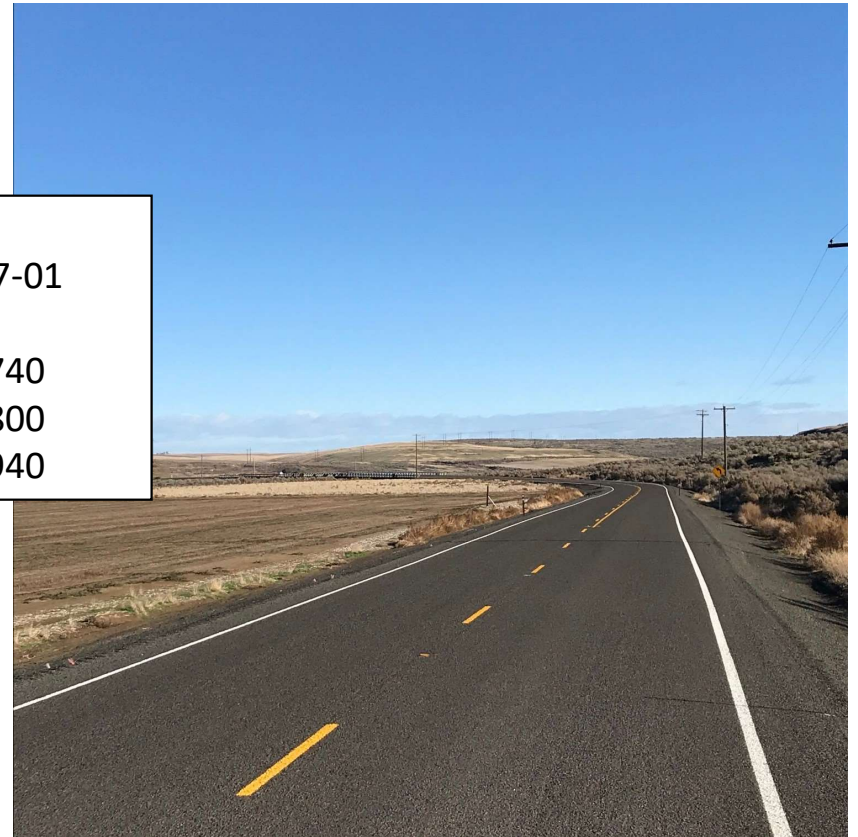
QTR 4 - 2021 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
October	\$19,109,264.95	\$1,766,644.12	\$6,674.45	(5,000,537.97)	31	(44,418.55)	\$15,837,627.00
November	\$15,837,627.00	\$3,145,414.64	\$6,897.53	(1,601,748.47)	20	(44,579.38)	\$17,343,611.32
December	\$17,343,611.32	\$2,727,686.06	\$5,796.00	(1,320,700.72)	20	(38,054.52)	\$18,718,338.14
TOTALS:		\$7,639,744.82	\$19,367.98	(7,922,987.16)	71	(127,052.45)	



Adams County
Lind-Hatton Road 2R -0117-01

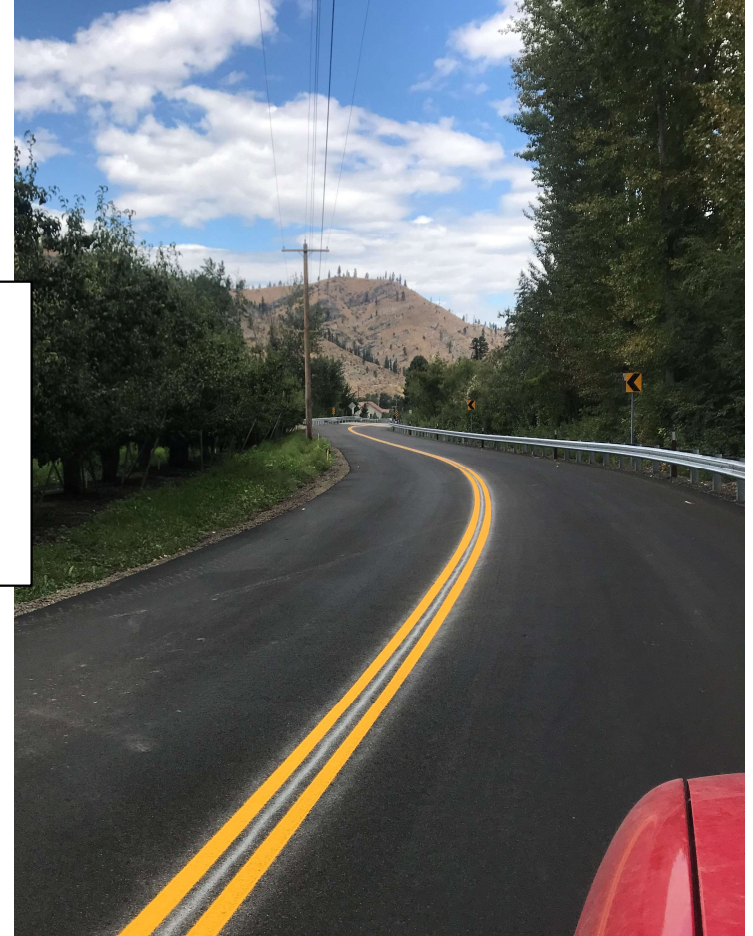
Total Project Cost: \$604,740
RAP Contribution: \$361,800
Local Contribution: \$242,940

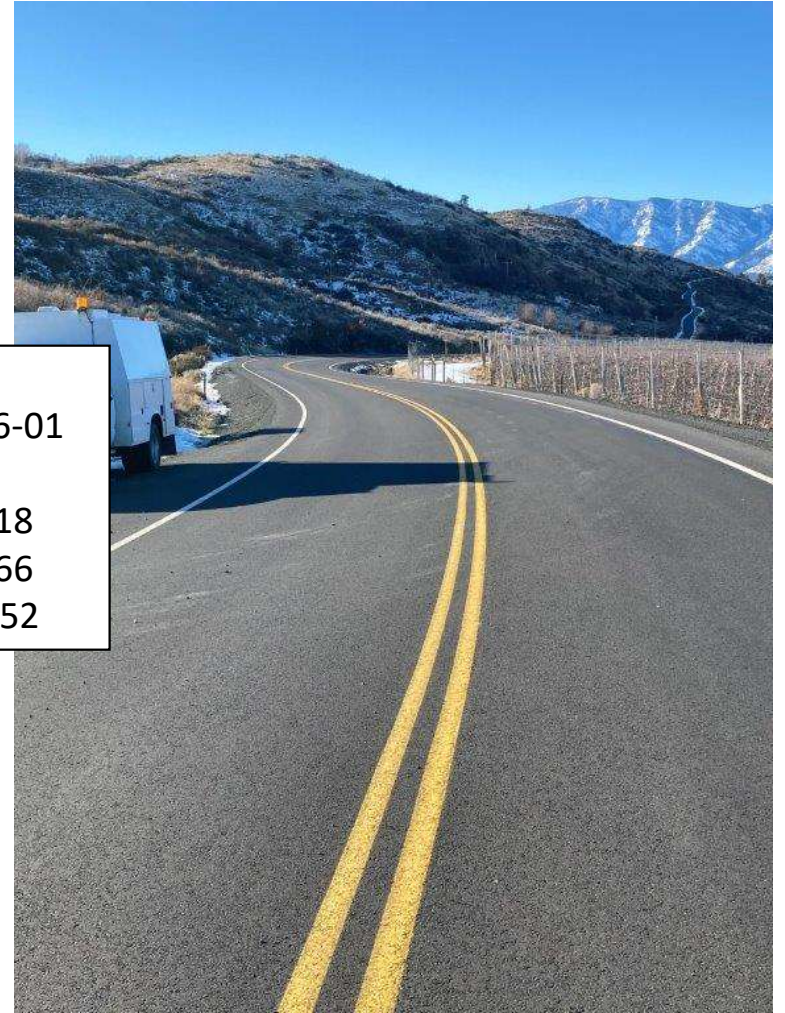
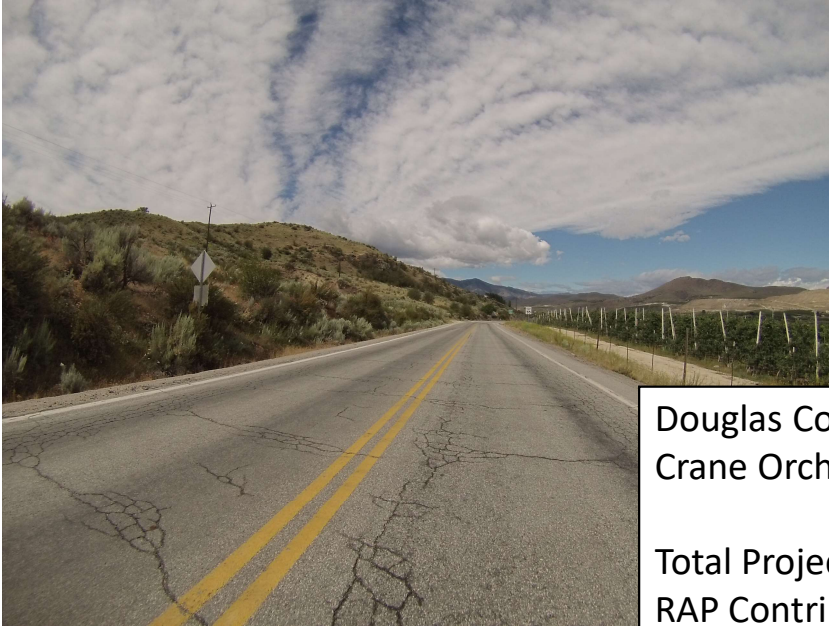




Chelan County
Mission Creek Road 2R -0419-01

Total Project Cost: \$1,452,770
RAP Contribution: \$ 750,000
Local Contribution: \$ 702,770





Douglas County
Crane Orchard Road 3R -0916-01

Total Project Cost: \$1,895,518
RAP Contribution: \$1,705,966
Local Contribution: \$ 189,552



Garfield County
Gould City Mayview Phase 4
3R -1215-01

Total Project Cost: \$2,527,946
RAP Contribution: \$1,572,800
FED Contribution: \$ 900,000
Local Contribution: \$ 55,146





Kittitas County
Vantage Highway Overlay 2R -
1919-01

Total Project Cost: \$3,825,902.58
RAP Contribution: \$2,635,000
FED Contribution: \$1,089,344.88
Local Contribution: \$ 101,557.70

Thu, Oct 21, 2021, 11:38:04 PDT
5°57'25.67"N / 120°06'15.35"W (±16.4ft)
9ft (±9.8ft)
5-84
earing: 326° N34W 5796mils True (±77°)
ngle: -01.8°
yle: -00.8°
ng west





Okanogan County
Omak-Riverside Eastside Rd 2R -
2417-01

Total Project Cost: \$715,532
RAP Contribution: \$643,979
Local Contribution: \$ 71,553





Pend Oreille County
Sullivan Lake Inlet Bridge FA -
2613-01

Total Project Cost: \$1,267,592.22
FED Contribution: \$1,026,757.48
RAP Contribution: \$ 173,000.00
Local Contribution: \$ 27,834.74



County Road Administration Board – January 27, 2022
Regional RAP meetings update

Regional meetings were held in late November, early December 2021. Topics covered:

- Brian Bailey presented and demonstrated the Pinnacle Learning Management System (LMS) and provided an update on the upcoming 2022 Road Design Conference scheduled for late March of this year.
- Mike Clark provided an update for GIS-Mo training and encouraged counties to complete their final training and transition to “live” use of the program.
- Funding and project status for the RAP program, as summarized on the RAP Program Status Report, including an update on the Call for Projects for the '23-'25 biennium.
- RAP Online updates – reminder to keep the Reimbursement Schedules updated for all projects. Also, CRAB will be replacing the RAP Online program, but this process will take some time. We expect to use the existing RAP Online program through this biennium.
- Reviewed all active RAP projects with a high-level (construction-centric) project status overview.
- Several changes to existing project evaluation processes were discussed. No actual changes were made for the current cycle, however there are several potential changes in some regions that will be considered during this cycle to verify whether a change might be worth pursuing.
- There have been no Emergency Loan Program requests since late 2020 and now has \$2,005,791.77 (including interest) available for requests. Still monitoring the three active loans.
- Derek Pohle presented an issue relating to the use of the term “Engineer” in job titles, updating the counties on the status of the lawsuit and the potential for all public and private agencies to update any job titles to comply with potential new rules from the Board of Registration for Professional Engineers and Land Surveyors (BORPELS).
- Executive Order 21-02 (replacing E.O. 05-05) regarding archaeology and historic preservation process for projects using State funding was discussed. CRAB has provided updated direction and has updated RAP Online to support the changes.
- Derek, Steve, and Drew updated the counties on several WAC changes, including housekeeping amendments to the Standards of Good Practice, various updates for RAP requirements, and the proposed changes relating to the Master Road Log, new Equipment Rental and Revolving Fund rules, and the Road Levy Certification Change.

County Road Administration Board – January 27, 2022

I. Updates on previous Board actions - Projects

- **Columbia County – Lower Hogeve (0713-02) construction lapse extension to April 2023**
 - Columbia County is bringing on a Right Of Way consultant to help finish up this phase of the work. The overall project schedule is aiming for full design completion by the end of this year, and advertising for construction by March of 2023, which will meet our contract requirement.
- **Wahkiakum County – Elochoman Valley Road and Clear Creek fish Passage (3515-04) construction lapse extension to September 2022**
 - Wahkiakum County applied for additional funding through the Recreation Conservation Office (RCO), however did not receive any of the requested funding. Therefore, the County is intending to withdraw the project, and plans to request a waiver of payback for a portion of the RATA funds spent to date. We expect this discussion to occur prior to the construction extension date.
- **Asotin County – Snake River Road project termination and waiver of payback**
 - Asotin County has hired a consultant to provide grant funding assistance (in applying for grants) for this project as well as others, has sent a letter requesting legislative support to Senator Patty Murray’s office and another to Senator Schoesler’s office.
 - The County is planning to apply for RATA funding in our current cycle, aiming to construct what they are calling Phase 1 – a portion of the original project, while pursuing alternative sources for the remaining project length.

II. Updates on previous Board actions – Emergency Loan Projects

- **Columbia County Emergency Loan for Road, Bridge, and Streambank Repairs damaged in Flooding Event (two loans -Original loan of \$500,000; second loan of \$312,196 for a total amount of \$812,196)**
 - Repair work has been completed for all but seven sites (of the 125 sited damaged by the emergency event). These seven locations have the most complex repairs and are also the most difficult for permitting.
 - As of check-in date, county has received \$1.4 million contribution from the Army Corps of Engineers but is still waiting on reimbursement claims from FEMA and FHWA.
 - There have been no ELP repayments made yet. The 2-year contract term for the first loan is coming up in April 2022. The 2nd loan’s 2-year contract is through January 2023. The County has confirmed that they will have sufficient funds and has budgeted to repay the loans on schedule.
- **Franklin County Emergency Loan for Replacing Culvert destroyed by Wildland Fire (loan of \$200,000)**
 - All work except guardrail replacement has been completed. The guardrail work is 90% complete.
 - FEMA process continues for additional reimbursements.

- There have been no ELP repayments made yet. Franklin County intends to make full repayment in early 2022. The 2-year contract term is through January 2023.

III. Status update on County Ferry Capital Improvement Program (CFCIP) Call for Projects

- **One CFCIP project application was received – from Whatcom County, for the Lummi Island Ferry Replacement and System Modernization Project**
 - Next Steps include the formation of a Technical Review Committee to evaluate the application and prepare a recommendation to present to the CRABoard at the spring Board meeting.

**RESOLUTION 2022-001
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 2021 - 2023 biennium at its meeting of July 29, 2021; 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 \$5,892,469 made available in the RATA in **October, November, and December 2021** be apportioned to the regions by their 2021-2023 biennium percentages after setting aside \$127,052 for administration.

<u>REGION</u>	<u>APPORTION- MENT PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2021 - 2023)</u>	<u>PRIOR PROGRAM (1983 - 2021)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		127,052	259,372	14,131,198	14,390,571
NORTHEAST	43.67%	2,517,757	5,403,881	270,465,681	275,869,562
NORTHWEST	10.92%	629,583	1,351,279	71,477,795	72,829,075
PUGET SOUND	6.91%	398,390	855,068	45,140,336	45,995,405
SOUTHEAST	23.62%	1,361,791	2,922,824	148,650,071	151,572,895
SOUTHWEST	14.88%	857,894	1,841,304	94,262,006	96,103,310
TOTAL	100.00%	5,892,469	12,633,729	644,127,088	656,760,817

Adopted by the CRABoard on January 27, 2022

Chair's Signature

ATTEST



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 01, 2021

TIME: 1:53 PM

WSR 21-22-079

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) Amending WAC 136-60 to update for changes to the master county road log control fields and items necessary for the implementation of the new GIS-Mo system.

Hearing location(s):

Date:	Time:	Location: (be specific)	Comment:
January 27, 2022	2:00pm	2404 Chandler Ct SW, Olympia, WA 98504	

Date of intended adoption: January 27, 2022 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Drew Woods

Address: 2404 Chandler Ct SW, Suite 240, Olympia, WA 98504

Email: drew.woods@crab.wa.gov

Fax:

Other:

By (date) January 21, 2022

Assistance for persons with disabilities:

Contact Drew Woods

Phone: 360.753.5989

Fax:

TTY: 800.883.6384

Email: drew.woods@crab.wa.gov

Other:

By (date) January 21, 2022

Purpose of the proposal and its anticipated effects, including any changes in existing rules:

Reasons supporting proposal: Housekeeping changes

Statutory authority for adoption: Chapter 36.78 RCW

Statute being implemented: N/A

Is rule necessary because of a:

Federal Law? Yes No
Federal Court Decision? Yes No
State Court Decision? Yes 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

Private
 Public
 Governmental

Name of agency personnel responsible for:

	Name	Office Location	Phone
Drafting:	Mike Clark	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Implementation:	Mike Clark	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Enforcement:	Drew Woods	2404 Chandler Ct SW, Suite 240, Olympia, WA 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:

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)(e) (Dictated by statute)
- RCW 34.05.310 (4)(c) (Incorporation by reference)
- RCW 34.05.310 (4)(f) (Set or adjust fees)
- RCW 34.05.310 (4)(d) (Correct or clarify language)
- 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: November 1, 2021

Name: Jane Wall

Title: Executive Director

Signature:



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

WAC 136-60-020 Definitions. For ~~((purposes of implementing procedures for updating, validating and maintaining the county road log,))~~ this chapter the following definitions shall apply:

(1) County road log - The listing, by county, of all roads under county jurisdiction including their description, length, milepost identification, functional class, surface type, traffic volume, Federal Highway Administration MIRE FDE, and other administrative and physical inventory items that may be included.

(2) ~~((Computer database application software))~~ Asset management system - The suite of computer database application software by which the county road log data is updated and maintained by all counties and the county road administration board.

(3) Updates - Periodic changes to the county road log involving any or all of the included data elements.

(4) Control fields - Those fields within the county road log for which all updates need to be verified by the county road administration board prior to inclusion in the master county road log. ~~((Control fields are those fields utilized for the computation of gas tax allocations in accordance with RCW 46.68.124.))~~ The control fields are: Unique identifier (county road number, beginning milepost, ending milepost), jurisdiction, length, function class, surface type, surface width, structure type, right and left shoulder type, right and left shoulder width, and average daily traffic volume of all roadway elements such as through lane, other lane, bike lane, and shoulder.

(5) Master county road log - The combination of all county road logs as kept by the county road administration board containing the county road log of all counties as of July 1st of each year.

(6) Federal Highway Administration MIRE FDE - Federal Highway Administration Model Inventory Roadway Elements: Fundamental data elements.

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

WAC 136-60-030 Submittal of annual updates. Each county shall be responsible for maintaining current information regarding its road log and, no later than ~~((May))~~ April 1st of each year, shall submit an updated road log for its complete road system with all data elements as of December 31st of the preceding year. This annual update must ~~((be on computer-readable medium and written in the computer database application software format))~~ use the asset management system as prescribed by the county road administration board. All updates involving changes in control fields must include supporting documentation as required in WAC 136-60-050.

AMENDATORY SECTION (Amending WSR 14-17-035, filed 8/13/14, effective 9/13/14)

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

Function class - Notice of FHWA approval from WSDOT.

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

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

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

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

Traffic volume - Statement signed by county engineer with list of segments affected by change in traffic volume above or below 5000 average daily traffic.

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

AMENDATORY SECTION (Amending WSR 14-17-035, filed 8/13/14, effective 9/13/14)

WAC 136-60-060 Use of common ((~~computer database~~) asset management system. Each county shall use the ((~~computer database application software~~) asset management system for the maintenance and updating of its county road log prescribed by the county road administration board. Each county shall be responsible for the purchase of additional licenses not otherwise provided by the county road administration board and installation of the requisite software on its own ((~~Windows compatible~~) computer and/or mobile device(s). To assist each county to meet its eligibility requirements, the county road administration board shall provide technical support and training.

From: [Christine Coray](#)
To: [Woods, Drew \(CRAB\)](#); [Clark, Mike \(CRAB\)](#)
Cc: [Jamie Hanna](#)
Subject: RE: Notice of Public Hearing WAC 136-60
Date: Wednesday, November 10, 2021 10:03:20 AM

External Email

Drew and Mike, I am reviewing the proposed changes to the WAC 136-60 in WSR 212-22-079. I have some questions. Will you be having a group discussion on these changes or should I discuss my questions directly to you?

Thank you!

Christine

Questions

136-60-020 Definitions

(4) Control Fields

Structure type—we are planning to have bridges in GisMo but we will not have other road structures (culverts, signs, guardrails) in GisMo. What type of structures types are require by the WAC to have in GisMo (Road Log).

AADT for all roadway elements—I am not sure how we would have a vehicle count on bike lanes and shoulders.

FHWA MIRE FDE

Direction of Inventory—Since GisMo is geospatial, will this satisfy the Direction of Inventory?

Unique approach indicator—not sure what this refers to...perhaps because San Juan does not have “approaches”

Asset Management System “suite of computer database application software”. San Juan County will be using GisMo but we are not planning to manage maintenance of roads, culverts, signs, guardrails in VueWorks. We do use software for the Pavement Rating. Will our strategy work with the proposed changes to the WAC? Besides GisMo, what other software would we be required to use?

136-60-050 Validation

Traffic Volume – I am confused about the wording...should the proposed code read that the statement is required for changes in traffic volume above 5000 ADT? Not sure why the above and below 5000 ADT is in the code.

From: Colin Huntmer <colinh@sanjuanco.com>

Sent: Tuesday, November 9, 2021 9:13 AM

To: Jamie Hanna <jamieh@sanjuanco.com>
Cc: Christine Coray <christinec@sanjuanco.com>
Subject: FW: Notice of Public Hearing

FYI

Colin Huntemer
Director / County Engineer
San Juan County Public Works
Cell: (360) 378-7850

From: Woods, Drew (CRAB) <drew.woods@crab.wa.gov>

Sent: Tuesday, November 2, 2021 2:24 PM

To: Aaron Simmons <asimmons@co.douglas.wa.us>; Bill Oakes <BillO@islandcountywa.gov>; Brian Stacy <brian.stacy@piercecountywa.gov>; Brook Priest <bpriest@co.pacific.wa.us>; Coles, Chad <ccoles@spokanecounty.org>; Charles Eaton <Charles_Eaton@co.columbia.wa.us>; Colin Huntemer <colinh@sanjuanco.com>; Craig Erdman <cerdman@co.franklin.wa.us>; Don Ramsey <dramsey@pendoreille.org>; Doug D'Hondt <douglas.dhondt@co.benton.wa.us>; Douglas McCormick <douglas.mccormick@co.snohomish.wa.us>; Eric Pierson <Eric.Pierson@co.chelan.wa.us>; Gordon Kelsey <gordonk@klickitatcounty.org>; Grant Morgan <garfeng@co.garfield.wa.us>; Jim Karcher <jkarcher@co.whatcom.wa.us>; JoAnn Kosai-Eng <JoAnn.Kosai-Eng@kingcounty.gov>; Joe Rutan <jrutan@co.kitsap.wa.us>; Josh Thomson <jthomson@co.okanogan.wa.us>; Joshua Fredrickson <josh.fredrickson@co.kittitas.wa.us>; Keith Elefson <kmelefon@grantcountywa.gov>; Mark Storey <Mark.Storey@whitmancounty.net>; Matt Pietrusiewicz <matt.pietrusiewicz@co.yakima.wa.us>; Mike Collins <mcollins@co.mason.wa.us>; Monte Reinders <mreinders@co.jefferson.wa.us>; Nicole Norvell <pweng@co.ferry.wa.us>; Paul Lacy <lacyp@co.wahkiakum.wa.us>; Paul Randall-Grutter <paulrg@co.skagit.wa.us>; Rob Klug <rob.klug@clark.wa.gov>; Rob Wilson <rwilson@co.grays-harbor.wa.us>; Ross Tyler <RTyler@co.clallam.wa.us>; Scott Lindblom <lindbls@co.thurston.wa.us>; Scott Yaeger <scotty@co.adams.wa.us>; Susan Eugenis <EugenisS@co.cowlitz.wa.us>; Ted Sharpe <TSharpe@co.asotin.wa.us>; Tim Elsea <elsea@co.skamania.wa.us>; Tim Fife <tim.fife@lewiscountywa.gov>; Tony Garcia <tgarcia@co.walla-walla.wa.us>; Walt Olsen <wolsen@co.lincoln.wa.us>; Wayne Cornwall <wcornwall@stevenscountywa.gov>

Cc: Wall, Jane (CRAB) <jane.wall@crab.wa.gov>; Clark, Mike (CRAB) <mike.clark@crab.wa.gov>; Bergquist, Jason (CRAB) <jason.bergquist@crab.wa.gov>

Subject: Notice of Public Hearing

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Everyone – Attached is a notice of public hearing for amending the following sections of WAC:

- WAC 136-60-020 – Definitions
- WAC 136-60-030 – Submittal of Annual Updates
- WAC 136-60-050 – Validation Requirements For Control Fields
- WAC 136-60-060 – Use of Common Computer Database

The proposed changes are necessary for compliance with FHWA Model Inventory Roadway Elements: Fundamental Data Elements (MIRE FDE) and the switch from Mobility to GIS-Mo. The public hearing is scheduled for Thursday January 27, 2022 at 2:00pm.

Comments are due by the close of business on January 21, 2022. If you have any questions or want to discuss the proposed change, feel free to contact Derek Pohle or myself.

Drew Woods, P.E. | Deputy Director

County Road Administration Board

Direct – 360.350.6083

Cellular – 509.382.2202

Notice: This E-mail and your response may be subject to disclosure under RCW Chapter 42.56.



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 02, 2021

TIME: 11:07 AM

WSR 21-22-095

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) Creating Chapter 136-600 WAC Equipment Rental and Revolving (ER&R) Fund

Hearing location(s):

Date:	Time:	Location: (be specific)	Comment:
January 27, 2022	2:00pm	2404 Chandler Ct SW, Olympia, WA 98504	

Date of intended adoption: January 27, 2022 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Drew Woods

Address: 2404 Chandler Ct SW, Suite 240, Olympia, WA 98504

Email: drew.woods@crab.wa.gov

Fax:

Other:

By (date) January 27, 2022

Assistance for persons with disabilities:

Contact Drew Woods

Phone: 360.753.5989

Fax:

TTY: 800.883.6384

Email: drew.woods@crab.wa.gov

Other:

By (date) January 27, 2022

Purpose of the proposal and its anticipated effects, including any changes in existing rules:

Reasons supporting proposal: Clarify duties, responsibilities, and submittal requirements and due date regarding the administration of an equipment rental & revolving fund.

Statutory authority for adoption: Chapter 36.78 & 36.33A RCW

Statute being implemented: N/A

Is rule necessary because of a:

Federal Law? Yes No
Federal Court Decision? Yes No
State Court Decision? Yes 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

Private
 Public
 Governmental

Name of agency personnel responsible for:

	Name	Office Location	Phone
Drafting:	Derek Pohle	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Implementation:	Derek Pohle	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Enforcement:	Drew Woods	2404 Chandler Ct SW, Suite 240, Olympia, WA 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:

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)(e) (Dictated by statute)
- RCW 34.05.310 (4)(c) (Incorporation by reference)
- RCW 34.05.310 (4)(f) (Set or adjust fees)
- RCW 34.05.310 (4)(d) (Correct or clarify language)
- 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: November 1, 2021

Name: Jane Wall

Title: Executive Director

Signature:



**Chapter 136-600 WAC
EQUIPMENT RENTAL AND REVOLVING FUND**

NEW SECTION

WAC 136-600-010 Purpose and authority. The laws of the state of Washington make detailed provision in chapter 36.33A RCW for the use of an equipment rental and revolving fund for all county road equipment, materials, and supplies. Chapter 36.33A RCW also specifies that the county road administration board has the ability to directly inquire into the process of setting rental rates while performing its statutory oversight responsibility.

NEW SECTION

WAC 136-600-020 Definitions. For this chapter, the following definitions shall apply:

(1) Board - County road administration board as defined in chapter 36.78 RCW.

(2) County vehicle ferry - A ferry boat owned by the county for the purpose of carrying vehicles but may also carry walk-on passengers.

(3) CRAB - County road administration board.

(4) Equity - The amount of money that would be returned to a department should they withdraw from the county's ER&R fund.

(5) ER&R - Equipment rental and revolving fund as specified in chapter 36.33A RCW.

(6) MVFT - Motor vehicle fuel tax as defined in chapter 46.68 RCW.

NEW SECTION

WAC 136-600-030 Applicability. This chapter is only applicable to that equipment, materials, and supplies within ER&R that are associated with the county road department. Any other county department participating in a county's ER&R program is excluded from the requirements of this chapter.

NEW SECTION

WAC 136-600-040 Protection of county road funds within ER&R fund. Only county road departments are required by chapter 36.33A RCW to utilize an ER&R fund. However, a county's legislative authority may choose to allow or require other county departments and offices to

participate in the ER&R program. If noncounty road entities participate in the ER&R program, the county must have a system in place to ensure the following:

(1) Identify the equity each department and office has within the ER&R fund balance and ensure one fund does not benefit at the expense of another;

(2) Distribute the direct and indirect cost of maintaining and operating facilities specific for ER&R equipment equitably among the participants;

(3) Distribute the direct and indirect cost of maintaining and operating facilities specific for ER&R material and supplies equitably among the participants;

(4) Distribute the direct and indirect cost of administering the ER&R program equitably among the participants.

NEW SECTION

WAC 136-600-050 Equipment rental rates. Rental rates of equipment shall be reviewed annually by the county's legislative authority. Rental rates must include, but are not limited to, the following:

(1) Estimated service life in years and service life remaining;

(2) Replacement cost;

(3) Salvage value;

(4) Estimated operating and maintenance cost;

(5) Direct and indirect cost of maintaining and operating facilities specific for ER&R equipment;

(6) ER&R program administration.

ER&R rates for equipment shall be determined by the county engineer or other appointee of the county legislative body. However, if the rates are set by an appointee other than the county engineer, the county engineer shall review the proposed rates and certify to the legislative body that the proposed rates are an appropriate use of county road funds as required by RCW 36.80.030 prior to adoption of the proposed rates by the legislative authority.

The resolution by the legislative authority adopting the rental rates must include reference to the fact that the rental rates for county road equipment have been reviewed by the county engineer and certified as an appropriate use of county road funds as required by RCW 36.80.030.

NEW SECTION

WAC 136-600-060 Materials and supplies rates. Rates for the sale of any material or supplies which have been administered, purchased, maintained, or manufactured with ER&R funds for the use of the county road department must include, but are not limited to, the following:

(1) Cost of purchasing, storing, and distributing the material or supplies;

(2) Direct and indirect cost of maintaining and operating facilities specific for ER&R material and supplies;

(3) ER&R program administration.

ER&R rates for material and supplies shall be determined by the county engineer or other appointee of the county legislative body. However, if the rates are set by an appointee other than the county engineer, the county engineer shall review the proposed rates and certify to the legislative body that the proposed rates are an appropriate use of county road funds as required by RCW 36.80.030.

NEW SECTION

WAC 136-600-070 Submittals. Each county engineer shall submit the following documents to CRAB no later than April 1st of each year:

- (1) Adopted county road rental rates as of January 1st of that year;
- (2) The resolution of the legislative authority adopting said rates;
- (3) ER&R management policy.

NEW SECTION

WAC 136-600-080 Support by road fund—County vehicle ferry. Counties may elect to include vehicle ferry operations as part of their county road system. The operation of a county vehicle ferry is a component of the MVFT distribution calculation to the counties. Because a vehicle ferry operated by a county is considered a part of the county road system, Article 2 section 40 of the Washington state Constitution authorizes the use of county road funds for the operation of ferries which are a part of any county road system.

Should a county elect to use county road funds for the operation of a county vehicle ferry, the ferry boat(s) shall be considered county road equipment and subject to all requirements of chapter 36.33A RCW and this chapter.

From: [Toby Rickman](#)
To: [Woods, Drew \(CRAB\)](#)
Cc: [Wall, Jane \(CRAB\)](#); [Pohle, Derek \(CRAB\)](#); [Clark, Mike \(CRAB\)](#); [Axel Swanson](#); [Jen Tetatzin](#); [Melanie Halsan](#); [Opitz, Wolfgang](#); [Brian Hardtke](#); [Toby Rickman](#)
Subject: RE: Proposed WAC Changes
Date: Friday, January 21, 2022 1:49:22 PM
Attachments: [image003.png](#)

External Email

Drew, thank you for the earlier conversation. These are our comments on WSR 21-22-095.

The goal of this WAC is to further protect County Road Fund uses by strengthening the accounting for equipment used by other funded programs so County Road Funds will not benefit other activities and funds. To this end, Pierce County already has a model ER&R Business Plan that fully accomplishes the letter and intent of this proposed WAC and can share that with you.

We are very concerned about Section 136-600-080 that would require that ferry vessels be include in the ER&R Fund. More specifically, the concerns are:

1 – Accelerates the Deterioration of County Roads

This proposal would stress our County Road Funding and lead to rapid deterioration of the rest of the county road system. Replacement funding for 28-year-old and 16-year-old ferries would require millions of County Road Fund dollars to go into the ER&R Fund each year because the replacement costs of these boats will be amortized over comparatively short periods of time. Diverting these resources year after year would come at the expense of preserving county roads and bridges that then would ultimately cost even more to rebuild rather than putting those same dollars to more cost-effective refurbishments. For example, some jurisdictions have found that not keeping up with an annual pavement overlay program of \$5 million per year can backlog road repairs that later will cost hundreds of millions to address. Pierce County has avoided this costly result over the last 20 years and has a good quality roadway system – all of which would be jeopardized by including the ferries in ER&R.

2 – Ferries will distort ER&R

Including ferry vessels would distort the successful ER&R methods Pierce County has used over the last 10 years. There are over 800 pieces of equipment in our ER&R Fund today, from 4 county departments and 7 different funding programs, with a total value of \$48 million. The two ferry vessels are currently valued at \$32,400,000. Pierce County’s effective methods for managing rolling stock that carefully and fully accounts for the cost and life span for each piece of equipment will be compromised by including the very high cost of two ferries with 50+ year life spans. This will radically distort how we manage the ER&R Fund. The life span of a ferry is more akin to a bridge – with annual maintenance and operational costs of a ferry similar to a “moveable bridge” so it is more appropriate to view ferries as a floating bridge with propulsion rather than akin to rolling stock. Preservation of county bridges is handled quite differently than the management of rolling stock so including ferries in the ER&R Fund would distort what are otherwise highly effective methods.

3 – Highly unusual financing strategy

Pierce County has about 150 bridges that vary in age as old as 102 years. Much like all Counties, we

are already challenged with how to fund the replacement of these older bridges. We have relied for decades on federal programs that cover up to 90% of the cost and yet still struggle with very high-cost bridge replacements. Pierce County's most notable bridge in this category is the Fox Island Bridge which will cost over \$170 million to replace. No single strategy will accomplish this project, but all of these strategies will likely include using some sort of reliable revenue source and user fees to pay debt service on bonds issued to do this work. Roads can be improved over many years and still maintain utility, but bridges often need large sources of funds over a couple of years to replace them. We believe it would be highly unusual to save for a bridge replacement over many decades, while paying off the bonds for the bridge that is under use. It seems more reasonable to borrow to construct such an asset and have those who benefit pay for it.

We cannot support this section that if implemented as written will treat ferries like rolling stock so recommend that this section be set aside so it does not adversely affect the goals of the rest of this proposal.

I will be providing additional comments next Thursday and look forward to further dialog on this matter.



Toby Rickman, P.E.

Deputy Director

Planning & Public Works

(253) 798-3720

he/him/his

From: Woods, Drew (CRAB) <drew.woods@crab.wa.gov>

Sent: Friday, January 7, 2022 12:47 PM

To: Aaron Simmons <asimmons@co.douglas.wa.us>; Bill Oakes <BillO@islandcountywa.gov>; Coles, Chad <ccoles@spokanecounty.org>; Charles Eaton <Charles_Eaton@co.columbia.wa.us>; Colin Huntemer <colinh@sanjuanico.com>; Craig Erdman <cerdman@co.franklin.wa.us>; Doug D'Hondt <douglas.dhondt@co.benton.wa.us>; Douglas McCormick <douglas.mccormick@co.snohomish.wa.us>; Eric Pierson <Eric.Pierson@co.chelan.wa.us>; Gordon Kelsey <gordonk@klickitatcounty.org>; Grant Morgan <garfeng@co.garfield.wa.us>; Jim Karcher <jkarcher@co.whatcom.wa.us>; JoAnn Kosai-Eng <JoAnn.Kosai-Eng@kingcounty.gov>; Joe Rutan <jrutan@co.kitsap.wa.us>; Josh Thomson <jthomson@co.okanogan.wa.us>; Joshua Fredrickson <josh.fredrickson@co.kittitas.wa.us>; Keith Elefson <kmelefson@grantcountywa.gov>; Mark Storey <Mark.Storey@whitmancounty.net>; Mary Jensen <maryjensen@pendoreille.org>; Matt Pietrusiewicz <matt.pietrusiewicz@co.yakima.wa.us>; Mike Collins <mcollins@co.mason.wa.us>; Monte Reinders <mreinders@co.jefferson.wa.us>; Nicole Norvell <pweng@co.ferry.wa.us>; Paul Lacy <lacyp@co.wahkiakum.wa.us>; Paul Randall-Grutter <paulrg@co.skagit.wa.us>; Rob Klug <rob.klug@clark.wa.gov>; Rob Wilson <rwilson@co.grays-harbor.wa.us>; Ross Tyler <RTyler@co.clallam.wa.us>; Scott Lindblom <lindbls@co.thurston.wa.us>; Scott Yaeger <scotty@co.adams.wa.us>; Susan Eugenis <EugenisS@co.cowlitz.wa.us>; Ted Sharpe

<TSharpe@co.asotin.wa.us>; Tim Elsea <elsea@co.skamania.wa.us>; Tim Fife <tim.fife@lewiscountywa.gov>; Toby Rickman <toby.rickman@piercecounywa.gov>; Tony Garcia <tgarcia@co.walla-walla.wa.us>; Walt Olsen <wolsen@co.lincoln.wa.us>; Wayne Cornwall <wccornwall@stevenscountywa.gov>

Cc: Wall, Jane (CRAB) <jane.wall@crab.wa.gov>; Pohle, Derek (CRAB) <derek.pohle@crab.wa.gov>; Clark, Mike (CRAB) <mike.clark@crab.wa.gov>; Axel Swanson <aswanson@wsac.org>

Subject: Proposed WAC Changes

Happy Friday Everyone – At the January 27th CRABoard meeting, a public hearing will be held at 2:00pm regarding proposed changes to WAC 136-060 and 136-150-021 as well as a new WAC chapter 136-600. Back in November, we sent out the proposed changes for comment. With the cutoff for comment coming up on January 21st, I wanted to resend the proposed changes and a reminder to submit any comments you may have. Please submit any questions or comments to:

- Washington State Register (WSR) 21-22-079 – Changes to WAC 136-060: Questions or comments to Mike Clark or Drew Woods
- WSR 21-22-095 – Create WAC Chapter 136-600 Equipment Rental & Revolving Fund: Questions or comments to Derek Pohle or Drew Woods
- WSR 21-22-099 – Changes to WAC 136-150-021: Questions or comments to Derek Pohle or Drew Woods

Drew Woods, P.E. | Deputy Director
County Road Administration Board

Direct – 360.350.6083

Cellular – 509.382.2202

Notice: This E-mail and your response may be subject to disclosure under RCW Chapter 42.56.

From: [Kosai-Eng, Joann](#)
To: [Woods, Drew \(CRAB\)](#)
Cc: [Davis, Tricia](#); [Lindwall, Jennifer](#); [Harvey, Ruth](#)
Subject: Comments for WSR 21-22-095, WAC 136-600
Date: Thursday, January 20, 2022 3:30:03 PM

External Email

Good Afternoon Drew,

King County would like to submit the following comment in regards to the proposed new WAC chapter 136-600. King County has a biennium budget at which time our legislative authority reviews equipment rates. We would propose to remove the word annually as shown below, in order to prevent creating a standalone legislative process on our off budget cycle year.

WAC 136-600-050 Equipment rental rates. Rental rates of equipment shall be reviewed annually by the county's legislative authority.

If you have any questions please let me know. Thank you for your consideration.

JoAnn

JoAnn Kosai-Eng, County Road Engineer | **Road Services Division**,
King County Department of Local Services

[206-477-2609](tel:206-477-2609) | [24/7](tel:206-477-8100) Help Line [206-477-8100](tel:206-477-8100) | maint.roads@kingcounty.gov | www.kingcounty.gov/roads



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 02, 2021

TIME: 12:17 PM

WSR 21-22-099

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) Amending WAC 136-150-021 to change the county road levy certification due date..

Hearing location(s):

Date:	Time:	Location: (be specific)	Comment:
January 27, 2022	2:00pm	2404 Chandler Ct SW, Olympia, WA 98504	

Date of intended adoption: January 27, 2022 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Drew Woods

Address: 2404 Chandler Ct SW, Suite 240, Olympia, WA 98504

Email: drew.woods@crab.wa.gov

Fax:

Other:

By (date) January 21, 2022

Assistance for persons with disabilities:

Contact Drew Woods

Phone: 360.753.5989

Fax:

TTY: 800.883.6384

Email: drew.woods@crab.wa.gov

Other:

By (date) January 21, 2022

Purpose of the proposal and its anticipated effects, including any changes in existing rules:

Reasons supporting proposal: Change certification due date.

Statutory authority for adoption: Chapter 36.78 RCW

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:	Derek Pohle	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Implementation:	Derek Pohle	2404 Chandler Ct SW, Suite 240, Olympia, WA 98504	360.753.5989
Enforcement:	Drew Woods	2404 Chandler Ct SW, Suite 240, Olympia, WA 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:

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)(e)
(Dictated by statute)

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

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

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

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: November 2, 2021

Name: Jane Wall

Title: Executive Director

Signature:



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

WAC 136-150-021 Ascertaining the road levy. The county road administration board will require that every county legislative authority submit, no later than ((February)) March 1st of each year, a certification showing the amount of the road levy fixed and the amount, if any, budgeted for traffic law enforcement and/or any other purpose in accordance with RCW 36.33.220.



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

To: Jane Wall – Executive Director
County Road Administration Board

From: Bret Skipworth, Senior Financial Consultant
Department of Enterprise Services

Date: January 20, 2022

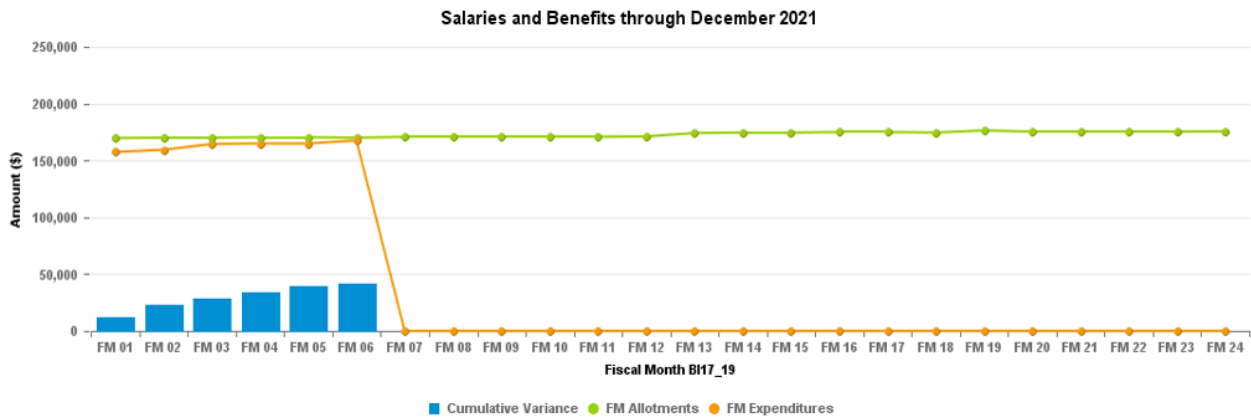
Subject: December 2021 (FM06) Financial Status

The December financial reports show the agency has spent **\$14,463** more authority than planned to date in fund 108, \$56,509 less authority than planned to date in fund 186, and \$10,733 less authority than planned to date in fund 102. The reason for the overspend to fund 108 is due to a correction that was made shifting the expenses due to central service items from fund 186 and fund 102 to fund 108. After finding notes left by Chad Johnson, reaching out to him, speaking further with other SAFS, it was determined that these costs should be charged solely to fund 108.

The following is a brief explanation on the variances between allotment assumptions and the actual expenditures/revenues:

Salaries & Benefits (A&B)

Positive BITD variance of **\$41,699** cumulative for all three funds. The December underspend of \$2,372 is coming from the vacant Secretary Senior position.

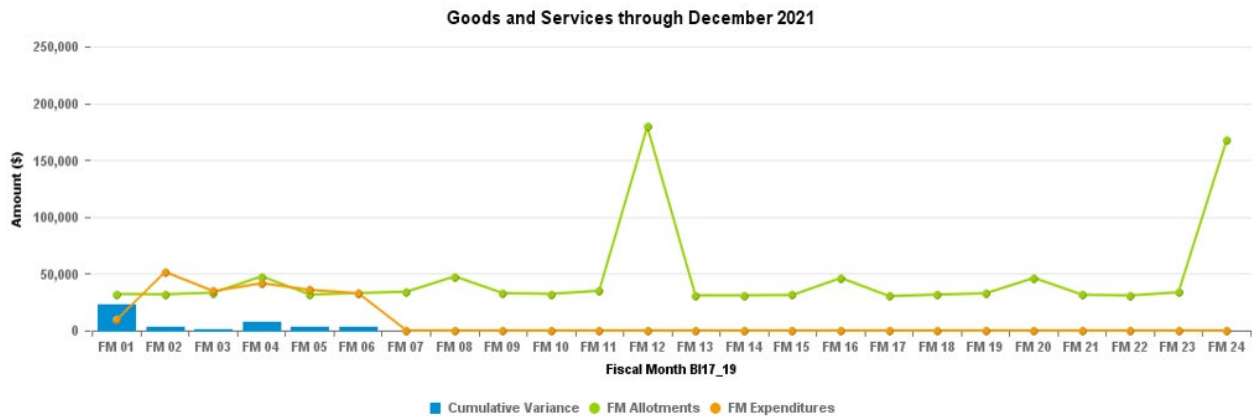


Goods & Services (E)

Positive BITD variance of **\$3,586** cumulative for all three funds.

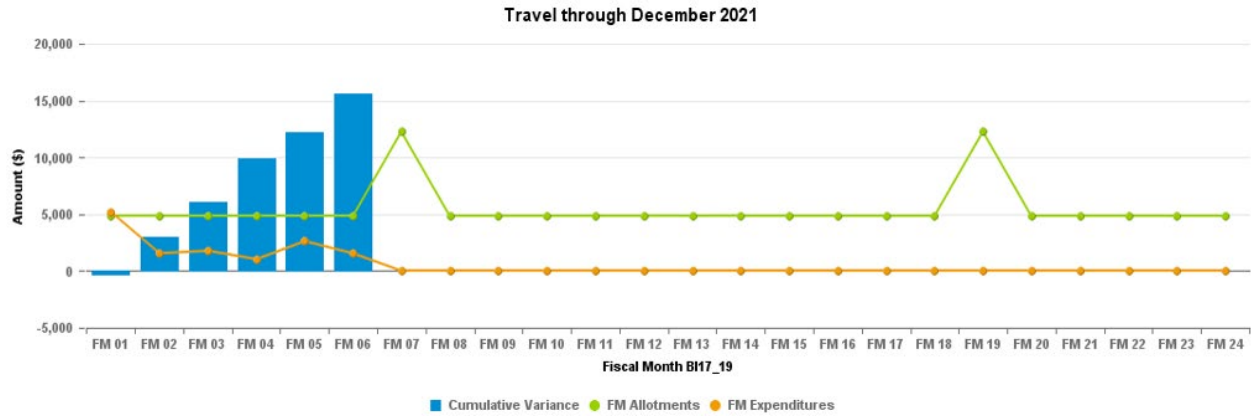
- ED – Rent and Leases - \$12,932 underspent – \$9,799 allotted for each month, but actual payments have been \$7,643.

- EK – Facilities and Services – Overspent **\$3,094** – This overspend is primarily coming from charges for consolidated mail services. When initially planning the budget and allotments, these charges were not planned for.
- EL – Data Processing Services – Overspent **\$4,182** – This overspend comes from two factors. The OFM invoices have been higher than anticipated so far this year and when setting up the allotments, I split a quarterly invoice out to monthly amounts.
- EP – Insurance – Overspent **\$5,350** – This is due to two charges that were not planned for. Some of this is funded in the governor’s budget and we will be provided funding for it. These invoices were for Risk Management APIP Master Property and Commercial Cyber Liability License.
- EY – Software Licenses and Maintenance – Overspent **\$12,143** – This category is currently showing as overspent, but that is only because the allotment for Software Licenses and Maintenance is placed in June.



Travel (G)

There is a positive BITD variance of **\$15,560**. Travel has been less than projected, but this was to be expected. With COVID travel expenses have slowed down over the previous year.



Grants and Benefits (N) – Grants to Counties

The CAPA fund 186 has a negative variance of **\$6,591,170**, our RATA fund 102 has a \$2,038,277 variance. The negative variance for fund 186 is due to a large payment that was made in July.

If you have any questions or need additional information, feel free to call me at (360) 890-6657 or e-mail me at bret.skipworth@des.wa.gov.

County Road Administration Board Agency Summary BITD as of December 2021

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	3,171,841	786,054	757,374	28,680	2,414,467
Employee Benefits	975,011	234,585	221,567	13,018	753,444
Professional Service Contracts	0	0	4,875	(4,875)	(4,875)
Travel	132,000	29,274	13,714	15,560	118,286
Capital Outlays	168,392	0	2,971	(2,971)	165,421
Grants, Benefits & Client Services	93,863,000	23,829,746	28,450,001	(4,620,255)	65,412,999
Inter Agency/Fund Transfers	2,000,000	2,000,000	2,000,000	0	0
Goods and Services	1,115,756	209,696	206,110	3,586	909,646
Sum:	101,426,000	27,089,355	31,656,611	(4,567,256)	69,769,389

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	131,233	130,016	1,217	786,054	757,374	28,680
A AA State Classified	111,920	110,703	1,217	670,176	637,976	32,200
AC State Exempt	19,313	19,313	0	115,878	115,878	0
AT Terminal Leave	0	0	0	0	3,520	(3,520)
Employee Benefits	38,793	37,638	1,155	234,585	221,567	13,018
BA Old Age and Survivors Insurance	7,731	7,845	(114)	48,330	45,707	2,623
BB Retirement and Pensions	13,452	13,327	125	80,572	77,274	3,298
BC Medical Aid & Industrial Insurance	545	471	74	3,270	2,936	334
BD Health, Life & Disability Insurance	14,975	14,040	935	89,850	84,240	5,610
BE Allowances	0	120	(120)	0	720	(720)
BH Hospital Insurance (Medicare)	1,903	1,835	68	11,396	10,690	706
BK Paid Family and Medical Leave	187	0	187	1,167	0	1,167
Professional Service Contracts	0	0	0	0	4,875	(4,875)
C CA Management and Organizational Services	0	0	0	0	4,875	(4,875)
Goods and Services	32,973	32,877	96	209,696	206,110	3,586
EA Supplies and Materials	1,300	910	390	7,800	5,680	2,120
EB Communications/Telecommunications	836	343	493	5,004	2,103	2,901
EC Utilities	1,363	1,190	173	8,182	5,389	2,793
ED Rentals and Leases - Land & Buildings	9,799	7,643	2,156	58,790	45,858	12,932
EE Repairs, Alterations & Maintenance	0	0	0	0	45	(45)
EF Printing and Reproduction	535	26	509	3,210	332	2,878
EG Employee Prof Dev & Training	851	2,549	(1,698)	15,702	11,963	3,739
EH Rental & Leases - Furn & Equipment	205	1,387	(1,182)	1,219	2,477	(1,258)
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	5,424	5,936	(512)	32,542	35,636	(3,094)
EL Data Processing Services (Interagency)	8,860	8,114	746	53,138	57,320	(4,182)
EM Attorney General Services	430	0	430	2,580	0	2,580
EN Personnel Services	2,769	2,769	0	16,611	17,851	(1,240)
EP Insurance	78	78	0	1,464	6,814	(5,350)
ER Other Contractual Services	131	0	131	1,313	1,288	25
ES Vehicle Maintenance & Operating Cst	350	0	350	1,750	1,055	695
EW Archives & Records Management Svcs	35	(0)	35	349	342	7
EY Software Licenses and Maintenance	0	1,931	(1,931)	0	12,143	(12,143)
EZ Other Goods and Services	7	0	7	42	(186)	228
Travel	4,881	1,533	3,348	29,274	13,714	15,560
G GA In-State Subsistence & Lodging	2,500	795	1,705	15,000	6,059	8,941
GB In-State Air Transportation	0	0	0	0	207	(207)
GC Private Automobile Mileage	667	(0)	667	3,998	2,556	1,442
GD Other Travel Expenses	251	99	152	1,494	152	1,342
GF Out-of-State Subsistence & Lodging	35	0	35	210	0	210
GG Out-of-State Air Transportation	12	0	12	68	0	68
GN Motor Pool Services	1,416	639	777	8,504	4,741	3,763

Capital Outlays			0	574	(574)	0	2,971	(2,971)
JA	Noncapitalized Assets		0	574	(574)	0	2,971	(2,971)
JB	Noncapitalized Software		0	0	0	0	0	0
JC	Furnishings & Equipment		0	0	0	0	0	0
Inter Agency/Fund Transfers			0	0	0	2,000,000	2,000,000	0
M	MB	Interfund Operating Transfers Out	0	0	0	2,000,000	2,000,000	0
Grants, Benefits & Client Services			3,850,291	2,455,095	1,395,196	23,829,746	28,450,001	(4,620,255)
NZ	Other Grants and Benefits		3,850,291	2,455,095	1,395,196	23,829,746	28,450,001	(4,620,255)
Total Dollars			<u>4,058,171</u>	<u>2,657,733</u>	<u>1,400,438</u>	<u>27,089,355</u>	<u>31,656,611</u>	<u>(4,567,256)</u>

County Road Administration Board Agency Summary - BITD by Fund as of December 2021

Fund 102- Rural Arterial Trust Account Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	785,562	192,936	195,195	(2,258)	590,368
Employee Benefits	247,931	59,270	58,975	295	188,956
Travel	9,240	2,304	526	1,778	8,714
Capital Outlays	12,290	0	147	(147)	12,143
Grants, Benefits & Client Services	55,028,000	13,756,998	11,729,469	2,027,529	43,298,531
Goods and Services	78,977	15,611	4,530	11,081	74,447
Sum:	56,162,000	14,027,119	11,988,842	2,038,277	44,173,158

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	32,268	33,613	(1,345)	192,936	195,195	(2,259)
AA State Classified	32,268	33,613	(1,345)	192,936	195,195	(2,259)
Employee Benefits	9,899	10,053	(154)	59,270	58,975	295
BA Old Age and Survivors Insurance	2,001	2,029	(28)	11,963	11,776	187
BB Retirement and Pensions	3,308	3,445	(137)	19,778	20,008	(230)
BC Medical Aid & Industrial Insurance	143	143	0	858	857	1
BD Health, Life & Disability Insurance	3,931	3,931	(0)	23,586	23,400	186
BE Allowances	0	30	(30)	0	180	(180)
BH Hospital Insurance (Medicare)	468	475	(7)	2,797	2,754	43
BK Paid Family and Medical Leave	48	0	48	288	0	288
Goods and Services	3,431	(5,871)	9,302	15,611	4,530	11,081
EA Supplies and Materials	91	64	27	546	353	193
EB Communications/Telecommunications	59	2	57	347	74	273
EC Utilities	95	83	12	575	377	198
ED Rentals and Leases - Land & Buildings	686	535	151	4,115	2,828	1,287
EE Repairs, Alterations & Maintenance	0	0	0	0	1	(1)
EF Printing and Reproduction	37	2	35	227	23	204
EG Employee Prof Dev & Training	851	2	849	1,702	234	1,468
EH Rental & Leases - Furn & Equipment	25	13	12	151	89	62
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	380	(1,888)	2,268	2,276	(0)	2,276
EL Data Processing Services (Interagency)	621	(3,266)	3,887	3,715	(0)	3,715
EM Attorney General Services	30	0	30	181	0	181
EN Personnel Services	194	(1,056)	1,250	1,162	0	1,162
EP Insurance	5	(28)	33	105	0	105
ER Other Contractual Services	0	(89)	89	92	1	91
ES Vehicle Maintenance & Operating Cst	350	0	350	350	74	276
EW Archives & Records Management Svcs	0	(24)	24	25	0	25
EY Software Licenses and Maintenance	0	(221)	221	0	476	(476)
EZ Other Goods and Services	7	0	7	42	0	42
Travel	386	219	167	2,304	526	1,778
GA In-State Subsistence & Lodging	175	278	(103)	1,050	456	594
GB In-State Air Transportation	0	0	0	0	14	(14)
GC Private Automobile Mileage	47	(0)	47	278	47	231
GD Other Travel Expenses	18	7	11	102	8	94
GF Out-of-State Subsistence & Lodging	35	0	35	210	0	210
GG Out-of-State Air Transportation	12	0	12	68	0	68
GN Motor Pool Services	99	(66)	165	596	0	596
Capital Outlays	0	40	(40)	0	147	(147)
JA Noncapitalized Assets	0	40	(40)	0	147	(147)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services	2,292,833	1,320,701	972,132	13,756,998	11,729,469	2,027,529

	NZ	Other Grants and Benefits	2,292,833	1,320,701	972,132	13,756,998	11,729,469	2,027,529
Total Dollars			2,338,817	1,358,755	980,062	14,027,119	11,988,842	2,038,277

Fund 108- Motor Vehicle Account Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,365,744	341,436	333,475	7,961	1,032,269
Employee Benefits	406,570	98,459	93,350	5,109	313,220
Travel	96,360	21,166	11,273	9,893	85,087
Capital Outlays	101,102	0	2,193	(2,193)	98,909
Grants, Benefits & Client Services	1,456,000	728,000	728,061	(61)	727,939
Inter Agency/Fund Transfers	2,000,000	2,000,000	2,000,000	0	0
Goods and Services	790,224	152,269	187,342	(35,073)	602,882
Sum:	6,216,000	3,341,330	3,355,693	(14,363)	2,860,307

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	56,906	52,452	4,454	341,436	333,475	7,961
AA State Classified	37,593	33,139	4,454	225,558	214,078	11,480
AC State Exempt	19,313	19,313	0	115,878	115,878	0
AT Terminal Leave	0	0	0	0	3,520	(3,520)
Employee Benefits	16,064	14,518	1,546	98,459	93,350	5,109
BA Old Age and Survivors Insurance	3,122	3,168	(46)	20,762	20,147	615
BB Retirement and Pensions	5,833	5,376	457	34,998	33,823	1,175
BC Medical Aid & Industrial Insurance	218	178	40	1,308	1,180	128
BD Health, Life & Disability Insurance	5,990	5,054	936	35,940	33,368	2,572
BE Allowances	0	0	0	0	120	(120)
BH Hospital Insurance (Medicare)	825	741	84	4,950	4,712	238
BK Paid Family and Medical Leave	76	0	76	501	0	501
Goods and Services	23,057	55,521	(32,464)	152,269	187,342	(35,073)
EA Supplies and Materials	949	665	284	5,694	4,182	1,512
EB Communications/Telecommunications	610	334	276	3,655	1,818	1,837
EC Utilities	995	869	126	5,973	3,934	2,039
ED Rentals and Leases - Land & Buildings	7,153	5,579	1,574	42,918	33,629	9,289
EE Repairs, Alterations & Maintenance	0	0	0	0	34	(34)
EF Printing and Reproduction	391	19	372	2,341	243	2,098
EG Employee Prof Dev & Training	0	2,540	(2,540)	11,000	11,042	(42)
EH Rental & Leases - Furn & Equipment	141	1,336	(1,195)	840	2,132	(1,292)
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	3,959	13,218	(9,259)	23,759	35,636	(11,877)
EL Data Processing Services (Interagency)	6,467	20,713	(14,246)	38,796	57,320	(18,524)
EM Attorney General Services	314	0	314	1,883	0	1,883
EN Personnel Services	2,021	6,841	(4,820)	12,129	17,851	(5,722)
EP Insurance	57	188	(131)	1,068	6,814	(5,746)
ER Other Contractual Services	0	345	(345)	958	1,285	(327)
ES Vehicle Maintenance & Operating Cst	0	0	0	1,000	770	230
EW Archives & Records Management Svcs	0	92	(92)	255	342	(87)
EY Software Licenses and Maintenance	0	2,783	(2,783)	0	10,309	(10,309)
EZ Other Goods and Services	0	0	0	0	0	0
Travel	3,529	966	2,563	21,166	11,273	9,893
GA In-State Subsistence & Lodging	1,825	(0)	1,825	10,950	4,113	6,837
GB In-State Air Transportation	0	0	0	0	151	(151)
GC Private Automobile Mileage	487	0	487	2,918	2,146	772
GD Other Travel Expenses	183	72	111	1,092	123	969
GF Out-of-State Subsistence & Lodging	0	0	0	0	0	0
GG Out-of-State Air Transportation	0	0	0	0	0	0
GN Motor Pool Services	1,034	894	140	6,206	4,741	1,465
Capital Outlays	0	419	(419)	0	2,193	(2,193)
JA Noncapitalized Assets	0	419	(419)	0	2,193	(2,193)
JB Noncapitalized Software	0	0	0	0	0	0

JC	Furnishings & Equipment	0	0	0	0	0	0
Inter Agency/Fund Transfers		0	0	0	2,000,000	2,000,000	0
MB	Interfund Operating Transfers Out	0	0	0	2,000,000	2,000,000	0
Grants, Benefits & Client Services		0	0	0	728,000	728,061	(61)
NZ	Other Grants and Benefits	0	0	0	728,000	728,061	(61)
Total Dollars		99,556	123,876	(24,320)	3,341,330	3,355,693	(14,363)

Fund 186- County Arterial Preservation Acct Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,020,535	251,682	228,704	22,978	791,831
Employee Benefits	320,510	76,856	69,241	7,615	251,269
Professional Service Contracts	0	0	4,875	(4,875)	(4,875)
Travel	26,400	5,804	1,916	3,888	24,484
Capital Outlays	55,000	0	631	(631)	54,369
Grants, Benefits & Client Services	37,379,000	9,344,748	15,992,471	(6,647,723)	21,386,529
Goods and Services	246,555	41,816	14,238	27,578	232,317
Sum:	39,048,000	9,720,906	16,312,076	(6,591,170)	22,735,924

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	42,059	43,951	(1,892)	251,682	228,704	22,978
AA State Classified	42,059	43,951	(1,892)	251,682	228,704	22,978
Employee Benefits	12,830	13,067	(237)	76,856	69,241	7,615
BA Old Age and Survivors Insurance	2,608	2,648	(40)	15,605	13,784	1,821
BB Retirement and Pensions	4,311	4,505	(194)	25,796	23,444	2,352
BC Medical Aid & Industrial Insurance	184	150	34	1,104	899	205
BD Health, Life & Disability Insurance	5,054	5,054	(0)	30,324	27,472	2,852
BE Allowances	0	90	(90)	0	420	(420)
BH Hospital Insurance (Medicare)	610	619	(9)	3,649	3,224	425
BK Paid Family and Medical Leave	63	0	63	378	0	378
Professional Service Contracts	0	0	0	0	4,875	(4,875)
CA Management and Organizational Services	0	0	0	0	4,875	(4,875)
Goods and Services	6,485	(16,773)	23,258	41,816	14,238	27,578
EA Supplies and Materials	260	182	78	1,560	1,144	416
EB Communications/Telecommunications	167	7	160	1,002	211	791
EC Utilities	273	238	35	1,634	1,078	556
ED Rentals and Leases - Land & Buildings	1,960	1,529	431	11,757	9,401	2,356
EE Repairs, Alterations & Maintenance	0	0	0	0	10	(10)
EF Printing and Reproduction	107	5	102	642	66	576
EG Employee Prof Dev & Training	0	7	(7)	3,000	687	2,313
EH Rental & Leases - Furn & Equipment	39	37	2	228	255	(27)
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	1,085	(5,394)	6,479	6,507	(0)	6,507
EL Data Processing Services (Interagency)	1,772	(9,332)	11,104	10,627	(0)	10,627
EM Attorney General Services	86	0	86	516	0	516
EN Personnel Services	554	(3,016)	3,570	3,320	(0)	3,320
EP Insurance	16	(81)	97	291	(0)	291
ER Other Contractual Services	131	(255)	386	263	2	261
ES Vehicle Maintenance & Operating Cst	0	0	0	400	211	189
EW Archives & Records Management Svcs	35	(68)	103	69	0	69
EY Software Licenses and Maintenance	0	(631)	631	0	1,359	(1,359)
EZ Other Goods and Services	0	0	0	0	(186)	186
Travel	966	348	618	5,804	1,916	3,888
GA In-State Subsistence & Lodging	500	516	(16)	3,000	1,489	1,511
GB In-State Air Transportation	0	0	0	0	41	(41)
GC Private Automobile Mileage	133	(0)	133	802	363	439
GD Other Travel Expenses	50	20	30	300	22	278
GF Out-of-State Subsistence & Lodging	0	0	0	0	0	0
GG Out-of-State Air Transportation	0	0	0	0	0	0

	GN	Motor Pool Services	283	(189)	472	1,702	0	1,702
Capital Outlays			0	115	(115)	0	631	(631)
	JA	Noncapitalized Assets	0	115	(115)	0	631	(631)
	JB	Noncapitalized Software	0	0	0	0	0	0
	JC	Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services			1,557,458	1,134,394	423,064	9,344,748	15,992,471	(6,647,723)
	NZ	Other Grants and Benefits	1,557,458	1,134,394	423,064	9,344,748	15,992,471	(6,647,723)
Total Dollars			1,619,798	1,175,102	444,696	9,720,906	16,312,076	(6,591,170)



Dollars in Thousands

**VABS005 Fund and FTE Detail by Fiscal Year
406 - County Road Administration Board
2022 First Supplemental Budget Session
GV22SUP - Governor's 2022 Supplemental Budget**

	Fiscal Year 1 FTEs	Fiscal Year 2 FTEs	Average Annual FTEs	Fiscal Year 1 Funds	Fiscal Year 2 Funds	Total Funds	Percent Share of RecSum
Program 010 - CRAB Operating							
2021-23 Expenditure Authority	17.2	17.2	17.2	3,773	3,790	7,563	
Current Biennium Fund Total	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				564	570	1,134	15
108-1 Motor Vehicle Account-State				2,378	2,382	4,760	63
186-1 County Arterial Preservation Acct-State				831	838	1,669	22
Maintenance Level							
92K DES Central Services							
108-1 Motor Vehicle Account-State				2	3	5	100
92S Workers' Compensation							
108-1 Motor Vehicle Account-State				1	0	1	100
GLS Updated PEBB Rate							
102-1 Rural Arterial Trust Account-State				0	2	2	29
108-1 Motor Vehicle Account-State				0	3	3	43
186-1 County Arterial Preservation Acct-State				0	2	2	29
Total Maintenance Level				3,776	3,800	7,576	
% Change from Current Biennium				0.1%	0.3%	0.2%	
Maintenance Level							
Maintenance Level Fund Total	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				564	572	1,136	15
108-1 Motor Vehicle Account-State				2,381	2,388	4,769	63
186-1 County Arterial Preservation Acct-State				831	840	1,671	22
Policy Level							
92J CTS Central Services							

108-1 Motor Vehicle Account-State				4	8	12	100
92K DES Central Services							
108-1 Motor Vehicle Account-State				3	10	13	100
92R OFM Central Services							
108-1 Motor Vehicle Account-State				0	21	21	100
GL9 Non-Rep General Wage Increase					69	69	
102-1 Rural Arterial Trust Account-State				0	18	18	26
108-1 Motor Vehicle Account-State				0	30	30	43
186-1 County Arterial Preservation Acct-State				0	21	21	30
GLU PERS & TRS Plan 1 Benefit Increase					3	3	
102-1 Rural Arterial Trust Account-State				0	1	1	33
108-1 Motor Vehicle Account-State				0	1	1	33
186-1 County Arterial Preservation Acct-State				0	1	1	33
2021-23 Total Policy Level				3,783	3,911	7,694	
% Change from Current Biennium				0.3%	3.2%	1.7%	
Policy Level							
2021-23 Policy Level Fund Total	17.2	17.2	17.2				
102-1 Rural Arterial Trust Account-State				564	591	1,155	15
108-1 Motor Vehicle Account-State				2,388	2,458	4,846	63
186-1 County Arterial Preservation Acct-State				831	862	1,693	22
Program 01C - CRAB Capital							
2021-23 Expenditure Authority	0.0	0.0	0.0	47,713	48,150	95,863	
Current Biennium Fund Total							
102-1 Rural Arterial Trust Account-State				27,389	27,639	55,028	57
108-1 Motor Vehicle Account-State				728	728	1,456	2
186-1 County Arterial Preservation Acct-State				18,596	18,783	37,379	39
23M-6 CRAB Emergency Loan Account-Non-Appr				1,000	1,000	2,000	2
Maintenance Level							
AN County Arterial Preservation							
186-1 County Arterial Preservation Acct-State				6,315	959	7,274	100
Total Maintenance Level				54,028	49,109	103,137	
% Change from Current Biennium				13.2%	2.0%	7.6%	

Maintenance Level

Maintenance Level Fund Total

102-1 Rural Arterial Trust Account-State	27,389	27,639	55,028	53
108-1 Motor Vehicle Account-State	728	728	1,456	1
186-1 County Arterial Preservation Acct-State	24,911	19,742	44,653	43
23M-6 CRAB Emergency Loan Account-Non-Appr	1,000	1,000	2,000	2

Policy Level

2021-23 Policy Level Fund Total

102-1 Rural Arterial Trust Account-State	27,389	27,639	55,028	53
108-1 Motor Vehicle Account-State	728	728	1,456	1
186-1 County Arterial Preservation Acct-State	24,911	19,742	44,653	43
23M-6 CRAB Emergency Loan Account-Non-Appr	1,000	1,000	2,000	2





DEPUTY DIRECTOR'S REPORT
Prepared by Andrew Woods, PE

CRABoard Meeting – January 27, 2022

Reporting Period: October 28, 2021 to January 21, 2022

DEPUTY DIRECTOR REPORT

County Engineer Appointments Since October 2021:

-  Mary Jensen, P.E. was appointed County Engineer for Pend Oreille county on December 10th following the retirement of Don Ramsey.
-  Matt Zarecor, P.E. was appointed County Engineer for Spokane county on December 14th following a restructuring that promoted the previous county engineer, Chad Coles, P.E. to Public Works Director.
-  Connie Bowers, P.E. was appointed County Engineer for Island county following the retirement of Bill Oakes.
-  Rob Klug, P.E. was appointed County Engineer for Clark county on January 4th after serving as the interim County Engineer since July.

County Visits Since October 2021:

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

OTHER ACTIVITIES OF THE DEPUTY DIRECTOR

-  CRAB & WSACE Check-in Meetings – Bi-Weekly
-  Strategic Plan Survey Meeting – November 3rd
-  SAFS Travel & P-Card Training – November 3rd
-  Traffic Records Governance Council – November 8th
-  Rep. Bronoske & Rep. Leavitt Meeting Regarding Pierce County Vehicle Ferry Funding – November 9th
-  Strategic Plan Survey Question Review – November 10th
-  Weeks of November 15th and November 22nd – Vacation
-  Regional RAP Meetings
 - NW Region – November 30th
 - NE Region – November 30th
 - SE Region – December 1st
-  Washington Highway Users Federation Annual Meeting – Tacoma December 2nd
-  CRAB Data Story Meeting – December 6th
-  County Engineers Training – Lacey December 7th – 9th
-  Data Story Project RFP Meeting with DES – December 9th

-  Strategic Planning Meeting with WSACE Board – December 10th
-  County Engineers Training – Lacey December 14th – 16th
-  Statewide Deputy Directors Meeting – December 17th
-  CRAB Holiday Lunch – December 17th
-  GIS Manager interview – December 20th
-  Rep. Ramos Meeting – December 21st
-  CRAB/WSAC Coordinating Meeting – December 21st
-  Legislative Session Prep Meeting – January 5th
-  County Engineer Training Debrief – January 7th
-  CRAB Staff Strategic Planning Sessions – January 12th & 13th
-  Data Story Project RFP Meeting with DES – January 13th
-  Pierce County Engineer Interviews – January 19th thru 21st
-  WSACE Board Meeting – January 19th
-  WSACE Legislative Update Meeting – January 19th



Pend Oreille County
Board of Commissioners

John Gentle
District #1

Robert Rosencrantz
District #2

Brian Smiley
District #3

Crystal Zieske
Clerk of the Board

Phone: 509-447-4119
FAX: 509 447-0595

PO Box 5025
625 W. 4th Street
Newport, WA 99156-5025

E-mail: commissionersoffice@pendoreille.org

December 8, 2021

Jane Wall
Executive Director
Washington State County Road Administration Board
2404 Chandler CT SW, Suite 240
Olympia, WA 98502-6067

Dear Ms. Wall,

Attached is a copy of Pend Oreille County's resolution, R-2021-125 Designating Mary C. Jensen as the Pend Oreille County Engineer, effective December 10, 2021.

Her contact information is:
Mary C Jensen, PE, MBA
Pend Oreille County Public Works Director
PO Box 5040
625 West 4th Street
Newport, WA 99156
e-mail: maryjensen@pendoreille.org
phone: (509) 447-6461

Mary's WA Professional Civil Engineer registration number is 47212.

Also provided is the Pend Oreille County Public Works Organization Chart, pursuant to WAC 136-50-051. This letter also serves to confirm that the Board of Commissioners have reviewed the requirements within chapter WAC 136-12.

Sincerely,

A handwritten signature in blue ink that reads "Crystal Zieske".

Crystal Zieske
Clerk of the Board
Pend Oreille County Commissioners

PEND OREILLE COUNTY
NEWPORT, WASHINGTON

RESOLUTION NO. 2021- 125

DESIGNATING MARY C. JENSEN AS THE PEND OREILLE COUNTY ENGINEER

WHEREAS, the current county road engineer is retiring effective December 10, 2021,
and

WHEREAS, each county shall employ a county road engineer in conformance with
RCW 36.80.010, and


WHEREAS, each county road engineer shall be a registered and licensed professional
civil engineer under the laws of the State of Washington, and

WHEREAS, Mary C. Jensen, the Pend Oreille County Public Works Director, meets the
qualifications required to fulfill the duties of a county road engineer in conformance with chapter
RCW 36.80,


NOW THEREFORE, BE IT RESOLVED that Mary C Jensen is hereby designated as
the Pend Oreille County Road Engineer, effective December 10, 2021.

ADOPTED this 7 day of December 2021.

BOARD OF COUNTY COMMISSIONERS
PEND OREILLE COUNTY, WASHINGTON



Brian Smiley, Chair



John Gentle, Vice-Chair



Robert Rosencrantz, Member

ATTEST:



Crystal Zieske, Clerk of the Board

NO. **21 - 0872**

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON

IN THE MATTER OF APPOINTING THE
SPOKANE COUNTY ENGINEER AS
PROVIDED FOR BY CHAPTER 36.80 RCW

RESOLUTION

WHEREAS, pursuant to the provisions of RCW 36.32.120(6), the Board of County Commissioners of Spokane County (hereinafter sometimes referred to as the "Board") has the care of County property and the management of County funds and business; and

WHEREAS, pursuant to the provisions of chapter 36.80 RCW, the County legislative authority of each county shall employ a County Road Engineer on either a full time or part time basis. The County Engineer shall be a registered and licensed professional Civil Engineer under the laws of the State of Washington, duly qualified and experienced in highway and road engineering and construction. The County Engineer shall serve at the pleasure of the legislative authority; and

WHEREAS, the County Road Administration Board has adopted WAC regulations addressing vacancies in the position of County Engineer. WAC 136-12-045 provides in pertinent part:

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

; and

WHEREAS, the current County Engineer, Chad Coles, is being replaced by Matt Zarecor.

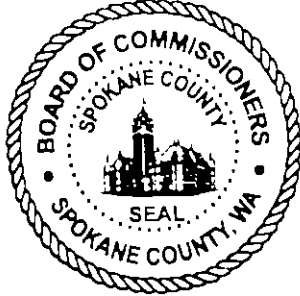
NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Spokane County, pursuant to RCW 36.80.010 and RCW 36.80.020, that the Board does hereby appoint:

Name:	Matt Zarecor
Washington Registration No.	36216
Contact Information: address	1026 W. Broadway Avenue Spokane, WA 99260
e-mail	MZarecor@spokanecounty.org
phone	509-477-7255

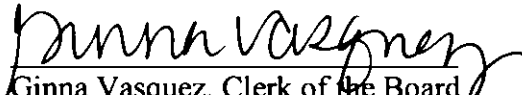
as the Spokane County Engineer, subject to the provisions of RCW 36.80.020, without bond, commencing immediately.

The Clerk of the Board of County Commissioners of Spokane County is requested to forward a copy of this Resolution to the County Road Administration Board.

PASSED AND ADOPTED this 14th day of December, 2021.



ATTEST:


Ginna Vasquez, Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
OF SPOKANE COUNTY, WASHINGTON


JOSH KERNS, Chair

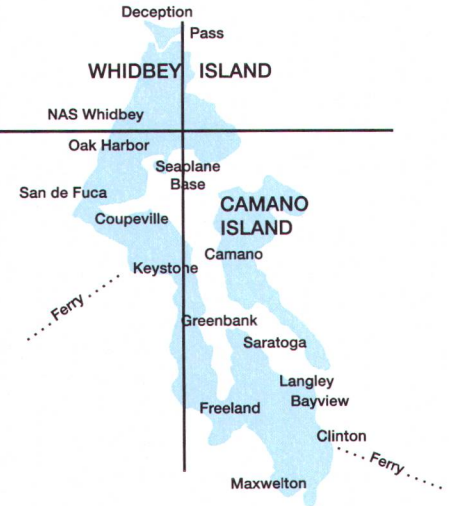

MARY L. KUNEY, Vice-Chair


AL FRENCH, Commissioner

Island County Board of Commissioners

P.O. Box 5000
Coupeville, Washington 98239-5000

Phone: (360) 679-7354
From Camano: (360) 629-4522
From S. Whidbey: (360) 321-5111
Fax: (360) 679-7381
www.islandcountywa.gov



December 21, 2021

County Road Administration Board
2404 Chandler Court SW Suite 240
Olympia, WA 98504-0913

RE: Appointment of Connie Bowers as Island County Engineer

Please accept this as notification that Island County has appointed Connie Bowers as the County Engineer for Island County effective December 21, 2021. Her title will be Director of Public Works/County Engineer.

Ms. Bowers' license number is 28995, her mailing address is Island County Public Works Department, PO Box 5000, Coupeville, WA 98239. Her e-mail address is ConnieB@islandcountywa.gov.

Enclosed please find our Resolution No. C-89-21 making this appointment.

Thank you for your time during this transition period.

Sincerely,

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON



Jill Johnson, Chair

/vs

Encl.

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF ISLAND COUNTY, WASHINGTON

In the Matter of Appointing a Department)
of Public Works Director/County Engineer) RESOLUTION NO. C-89 -21
_____)

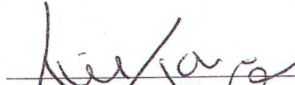
WHEREAS, Chapter 36.80.010 RCW states: The county legislative authority of each county shall employ a county engineer on either a full-time or part-time basis, or may contract with another county for the engineering services of a county engineer from such other county; and

WHEREAS, Chapter 36.80.020 RCW requires the county engineer to be a registered and licensed professional civil engineer under the laws of the State of Washington, duly qualified and experienced in highway and road engineering and construction and shall serve at the pleasure of the Board; NOW THEREFORE,

IT IS HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS, THE LEGISLATIVE AUTHORITY OF AND FOR THE COUNTY OF ISLAND, STATE OF WASHINGTON, that the Board of County Commissioners hereby appoints Connie Bowers, WA License # 28995 as the Department of Public Works Director/County Engineer, effective December 21, 2021.

APPROVED this 21st day of December, 2021.

BOARD OF COUNTY COMMISSIONERS
ISLAND COUNTY, WASHINGTON



Jill Johnson, Chair

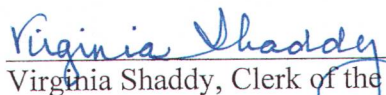


Melanie Bacon, Member



Janet St. Clair, Member

ATTEST:



Virginia Shaddy, Clerk of the Board

CLARK COUNTY STAFF REPORT

DEPARTMENT: Public Works, Administration Division

DATE: January 4, 2022

REQUESTED ACTION: Execute a resolution designating Robert D. Klug, PE as County Engineer.

Consent Hearing County Manager

BACKGROUND

State law (RCW 36.80) and Washington Administrative Code (WAC 136-12) require Clark County to always have a designated County Engineer, and that the position be filled by a registered and professional civil engineer who is licensed in the state of Washington. Functions typically performed by the County Engineer include construction oversight, modifying, planning, and maintaining all county roads and bridges, and other engineering related tasks as necessary.

On July 16, 2021, the Office of County Engineer was vacated. WAC 136-12-020 requires that immediate steps be taken to find a permanent replacement. To fill this vacancy, Public Works presented a resolution to Council requesting appointment of an Acting County Engineer for a period not to exceed six-months, which in turn, would allow the department time to advertise, recruit and ultimately fill the position.

After an active recruitment period that spanned several weeks, Public Works identified three qualified candidates from the applicant pool, and interviewed each of them for the vacant County Engineer position. Robert D. Klug, PE, was selected by the interview panel, and is being presented to Council for consideration to be appointed as County Engineer.

The attached resolution will replace resolution 2021-07-14 that designated Robert D. Klug, as the Acting County Engineer, and will now grant him the designation of County Engineer. Approving this resolution will formalize the County Engineer’s appointment to fulfill state requirements. Upon signature of the resolution, Public Works requests that the County Manager notify the County Road Administration Board of Mr. Klug’s appointment, to satisfy requirements outlined in WAC 136-12-130.

COUNCIL POLICY IMPLICATIONS

This request is consistent with RCW 36.80.010 and WAC 136-12-010, which speaks to the requirement of a designated county engineer. After this resolution has been executed by Council, it will be submitted to the Washington State County Road Administration Board.

ADMINISTRATIVE POLICY IMPLICATIONS

None.

COMMUNITY OUTREACH

None.

PW22-001

REVIEWED: ↑↑

BUDGET IMPLICATIONS

YES	NO	
X		Action falls within existing budget capacity.
	X	Action falls within existing budget capacity but requires a change of purpose within existing appropriation
	X	Additional budget capacity is necessary and will be requested at the next supplemental. If YES, please complete the budget impact statement. If YES, this action will be referred to the county council with a recommendation from the county manager.

BUDGET DETAILS

Local Fund Dollar Amount	N/A
Grant Fund Dollar Amount	N/A
Account	N/A
Company Name	N/A

DISTRIBUTION:

Council staff will post all staff reports to the web. <https://www.clark.wa.gov/council-meetings>

ATTACHMENTS: (1) Resolution Appointing a County Engineer

Chad Dragon

Chad Dragon, CPA
Financial Program Manager

Eva Haney

Eva Haney, CGFM
Interim Public Works Director

Primary Staff: Eva Haney, Ext. 4461

APPROVED: *Blair J. O'Brien*
CLARK COUNTY, WASHINGTON
CLARK COUNTY COUNCIL

DATE: 1/4/2022

SR# 007-22



PW22-001

REVIEWED: ↑↑

RESOLUTION NO. 2022-01-01

A RESOLUTION relating to the designation of a County Engineer.

WHEREAS, RCW 36.80.010 and WAC 136-12-010 require the County employ a County Engineer; and

WHEREAS, upon vacancy of that position, WAC 136-12-030, allows the County to appoint an acting County Engineer for an interim period not to exceed six months, by and through a resolution provided to the County Road Administration Board; and,

WHEREAS, the County, by and through an appropriate resolution, appointed Robert D. Klug as acting County Engineer on July 20, 2021; and,

WHEREAS, WAC 136-12-020 requires the county legislative authority take timely steps to find a permanent replacement for the vacant County Engineer position; and

WHEREAS, in early December 2021, a competitive interview process was used to consider candidates to fill the vacant position of County Engineer; and,

WHEREAS, a panel consisting of key staff from varied fields of County government that interact with the position of County Engineer found Robert D. Klug to be the most qualified candidate for the position; and,

WHEREAS, the panel hereby recommends Mr. Klug for the County Council's consideration in regard to filling the position of County Engineer; and,

WHEREAS, WAC 136-12-020 requires timely notice to the County Road Administration Board of the appointment of a County Engineer; and,

WHEREAS, the County Council has considered and adopted the panel's recommendation.

NOW, THEREFORE, be it RESOLVED by the Clark County Council that **Robert D. Klug, PE** be appointed as County Engineer for Clark County, beginning on the 4th day of January, 2022.

The Council hereby requests the County Manager immediately notify the County Road Administration Board of the above appointment, per WAC 136-12-020.

Resolved this 4 day of January, 2022.

COUNTY COUNCIL
CLARK COUNTY, WASHINGTON

Attest:



Clerk to the Council

By: 

Eileen Quiring O'Brien, Chair

Approved as to form only:
ANTHONY F. GOLIK
Prosecuting Attorney

By: _____
Temple Lentz, District 1



William Richardson
Deputy Prosecuting Attorney

By: _____
Julie Olson, District 2

By: _____
Karen Dill Bowerman, District 3

By: _____
Gary Medvigy, District 4



COMPLIANCE MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – January 27, 2022

Reporting Period: November 2021 thru January 2022

COMPLIANCE

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

Update on Current Vacancies/Changes:

County	Effective Date	Original Six-Month Expiration	Six-Month Extension	Notes
Pacific	Sept. 30, 2021	March 31, 2022	-	CE resigned, Actively recruiting, Interim Paul Lacy
Asotin	July 1, 2021	January 1, 2022	-	Interim Ted Sharp
Clark	January 4, 2022	-	-	Rob Klug appointed
Pend Oreille	Dec. 10, 2021	-	-	CE retired, Mary Jensen Appointed
Island	Dec. 21, 2021	-	-	CE retired, Connie Bowers Appointed
Pierce	January 1, 2022	July 1, 2022	-	CE retired, Toby Rickman Interim
Spokane	Dec. 14, 2021	-	-	CE promoted to PWD, Matt Zarecor Appointed
Clallam	January 7, 2022	July 7, 2022	-	CE retired, Interim Joe Donisi

County Audit Reviews

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	13	7	5	No	No
<i>Accountability</i>	11	0	5	Yes Clallam, Kitsap	Yes
<i>Fraud</i>	1	1	0	No	No
<i>Performance</i>	0	0	0	No	No

One accountability audit management letter for the road department was regarding procurement, failure to publicly bid due to failure of in-house automated system. The other management letter for the road department was for unallowable expenditure of the road fund. Both required CRAB staff to initiate consultation and are ongoing.

December 31st, 2017 Submittal Requirements

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

All the above forms and reports required to be submitted to CRAB by December 31st, 2021 in order to maintain compliance with the Standards of Good Practice have been submitted on time by all of the 39 counties. Additionally, three counties failed to meet the bi-annual surface rating requirements and/or failed to input the surface rating data into Mobility/GisMo for their surfaced arterials and collectors. Those counties have committed to a performance improvement plan and we will report on their 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 31st of each calendar year. For 2021, 36 of 39 counties were compliant as required with the 3 remaining counties being very close to compliance and considered to be in reasonable compliance due to timing issues. 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

-  SAO local government accounting committee meeting
-  County Leaders Conference - Spokane
-  Fall Regional RAP meetings by TEAMS
-  DNR-PLSO meeting with new State Surveyor, monument preservation
-  Legislative Bill tracking
-  Collecting info/examples for model documents for proposed new ER&R WAC and for 6-year TIP.
-  Strategic Planning meetings

ENGINEERING AND ADMINISTRATIVE SUPPORT SPECIALIST REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – January 27, 2022

Reporting Period: November 2021 thru January 2022

COUNTY VISITS

None

COUNTY CONTACTS/CONSULTING

Total Contacts: 113

Number of Counties: 36 Other Agency contacts: 10 Public contacts: 0

COUNTY AUDITS – For Fiscal Year 2020

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

Performed CE Training December 7-9 and 14-16

Updated CE and BOCC training content for 2022.








CE training scheduled for February and May, with onsite training for SnoCo scheduled for late February(postponed).

COUNTY ENGINEER DESK REFERENCE

Desk Reference 2021 Update released in May 2021.

Updated New County Engineer introduction document and posted to CRAB website.

OTHER ACTIVITIES OF THE EASS

-  SAO local government accounting committee meeting
-  County Leaders Conference - Spokane
-  Fall Regional RAP meetings by TEAMS
-  DNR-PLSO meeting with new State Surveyor, monument preservation
-  Bill tracking
-  Collecting info/examples for model documents for proposed new ER&R WAC and for 6-year TIP.
-  Strategic Planning meetings

January 2022 CRABoard Quarterly Meeting Information Services Update

GIS-Mo Updates: First Phase

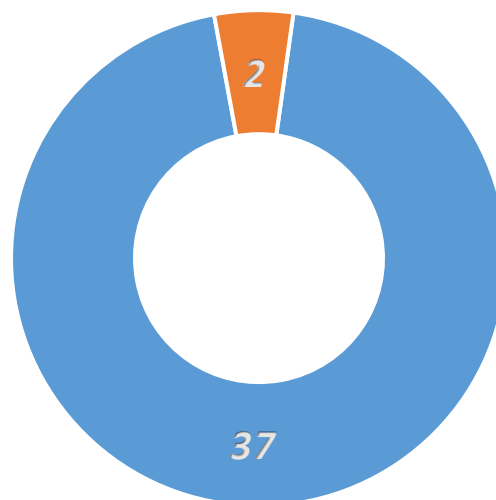


The GIS-Mo project has been moving closer toward completing the first phase of the GIS-Mo Project. The first phase of the GIS-Mo project consists of a three-part process. The first part saw the county in the Soft-Launched stage. The Soft-Launched provides county access to VUEworks in GIS-Mo, allowing the individual county to manage their assets inside of GIS-MO. The Second phase of GIS-Mo is the Full-Launched phase. The Full-Launched phase includes the Soft-Launched feature with the additional functions of adding work orders and report to the VUEWorks sites and enabling audit trails in GIS-Mo for the individual county. The third and final stage of the first GIS-Mo project is scheduling the one-on-one training with individual county and one of our CRAB staff on the handoff of the GIS-Mo application to the county.

Below is the current standing of the GIS-Mo first phase of the project as of January 19, 2022. We are projected to complete all three phases by the end of January 2022. Currently, the first phase has two counties waiting in the queue to be scheduled to complete. The project's second phase is completed, and all counties have been fully launched. The third phase will be complete by the end of January. All counties will have the full training hand-off of GIS-Mo by the end of January.

Soft Launched Counties - (IT Functions)

Soft Launched give access to VUEWorks and allowing counties to manage their assets inside GIS-MO



■ Soft Launched Counties ■ Waiting in Queue Because of Scheduling Issue

Full Launched Counties -Complete (IT functions)

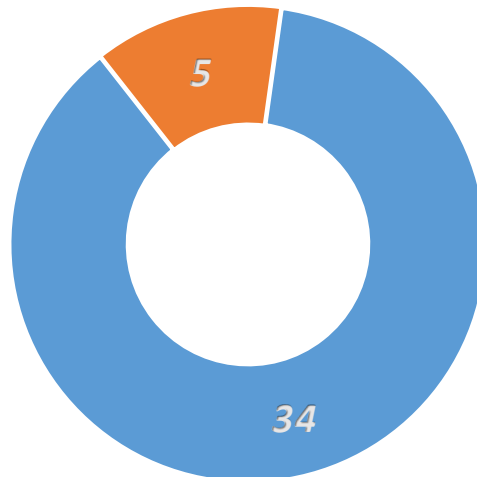
Full Launched is Soft Launched + the additional functions of adding work orders and report to the VUEWorks sites and enable to do audit trails in GIS-Mo



■ Soft Launched Counties

Counties Handoff of GIS-Mo

Complete Handoff of GIS-Mo full launched counties that includes one on one training with CRAB staff and County Staff



■ Counties Handoff of GIS-Mo ■ Waiting in Queue For Completion of One On One Training for County Staff With CRAB Staff

GIS-Mo Updates: Second Phases

The second phase of the GIS-Mo project will start in February of 2022, with a planning meeting already underway. The second phase of the GIS-Mo project is to tackle the significant updates our application needs to see the versioning updates. A training plan will identify training materials that need updating and missing training curriculum necessary for the sustainability of GIS-Mo. One of our important targets to be completed in phase two of the GIS-Mo project is the report and creating the custom report needed by the county. We expect that the second phase of work will grow when all work has been identified to be completed in this phase.



C.A.R.S and RAP Update



The C.A.R.S (CRAB Annual Reporting System) and RAP (Rural Arterial Program) application update/ upgrade are underway with a stakeholder meeting set for February. The meeting is to narrow down what is needed and wanted coming into the new application for the update/upgrade. We will target the completion of the C.A.R.S and RAP applications by the end of 2022. More to come on this update in the future quarterly report.

Security: Log4J

The Log4J security vulnerability that affected the IT community worldwide in the last quarter of 2021 was minimal at CRAB. The IT team at CRAB quickly resolved any Log4J issues that were identified. The log4J security issue created zero work-stoppage for CRAB business.

If you are unfamiliar with the Log4J security issue. Log4J is a piece of software that logs user activity and app behavior on a computer network. It is an API, or 'application programming interface,' which fetches and carries data across the network. By exploiting the flaw, dubbed Log4Shell, hackers can take control of servers which run in the internal network of the business and repurpose them for their own needs for performing numerous malicious activities like stealing data, downloading ransomware, account take over, using the account to traverse an organization's network and potentially bringing down the entire network. This flaw is very easy to exploit, enticing many bad actors.



When the vulnerability was made public, it was described as a zero-day (or Oday), which means it was being targeted and potentially acted upon before the software developers knew it existed. In other words, the developers had zero days to implement a fix for the vulnerability before it may have been used in an attack.

Design Systems and UAS Programs

1. Introduction to new board members

- Programs Manager – Brian Bailey
- What are Design Systems and UAS Programs?
 - Design Systems: This program provides support and training to all of the engineers and designers in the software required to develop maintenance and capital improvement projects. Design Systems is responsible to maintain a high level of skill and understanding of the software that the counties use daily. This program also is responsible for the development and production of training content for CRAB’s learning management system. This content is in support of internally and externally developed software. Design Systems also hosts an annual conference that is an opportunity for public works staff to gather to share knowledge and gain valuable workflow training in the software that they use in their daily work. It is also an opportunity to see newly emerging software and hardware that may improve their ability to efficiently produce improvement projects within their respective counties.
 - UAS Program: This program monitors industry uses of drone technology and pursues opportunities to implement those technologies for the benefit of the counties. CRAB demonstrates these benefits by providing flying missions with its own enterprise drone to collect data for a variety of project types. CRAB also advises the counties on development of their own UAS programs.

2. Design Systems

- Training Program
 - Due to the rise in COVID-19 infection cases, CRAB did not provide any Design Systems in-person training at our training facility this quarter. Two sessions of in-person on-site training were provided to Grant and Spokane Counties.
- Software Support
 - Design Systems provided minimal assistance to county design staff through CRAB-NET support ticketing during the quarter.
- Pinnacle Series LMS
 - CRAB continues to add help documents and videos in support of VUEWorks and Road and Highways.
 - 2021 4TH quarter performance
 - The platform has 801 registered users and has had 106 unique active logins during the period.



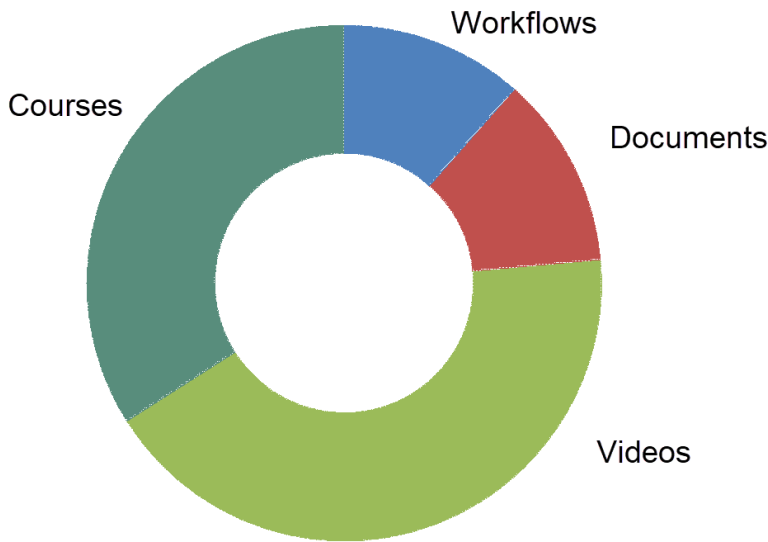
- Users have accessed 543 individual assets and 280 learning path courses.
- Of the assets accessed, 231 were CRAB’s custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This is a 45% increase over the previous quarter.
- Using imputed averages for assets and courses, CRAB provided approximately 178 person-hours of training.

Resource Access/Use

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

Period: 10/1/2021 - 12/31/2021

Report Date/Time: 1/19/2022 3:05:12 PM



Summary		
Workflows:	95	(11.54%)
Documents:	99	(12.03%)
Videos:	349	(42.41%)
Courses:	280	(34.02%)
Total:	823	

Summary	
Current Registered Users:	801

Summary	
Total Unique Sign-ins:	106

- This is the first quarter that the LMS has seen a substantial decrease in unique user logins but has maintained a strong total content consumed and average users per day.

➤ 2022 Road Design Conference

- CRAB’s Road Design Conference has been scheduled for March 23rd to March 25th, 2022. It will be held at Campbell’s resort in Chelan, WA. The conference will consist of a combination of live presentations and a few virtual presentations.
- Registration opened in mid-December and currently has 44 attendees registered.
- All conference events have been sponsored and most presentations have been scheduled into the agenda.



3. UAS Program

- The program manager worked with Spokane County in November to collect data over five bridges with the FLIR infrared camera. Several data sets processed without errors and showed promise in the identification of defects in the bridge deck. As with any new process, we are still refining the standard operating procedures to collect the most clean, accurate data possible. Poor weather precluded any further flights for the remainder of 2021.



**Washington State
Department of Transportation**

- In December, the program manager met with WSDOT to discuss how we can participate in their initiative for the use of drones in bridge inspection. WSDOT has been working with Skydio, a drone manufacturer, to test the feasibility of using their drones to inspect bridge decks, superstructure and substructure. This study is very similar in scope to what CRAB had begun to study in October of 2021. Since both agencies are working toward a similar goal, we feel it is in our best interest to work together to advance this initiative. This was an introductory meeting and further plans to participate will be discussed in 2022.