

CRABoard Meeting
January 19 – 20, 2023
CRAB Office
Olympia, WA



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



AGENDA
 County Road Administration Board
 January 19 - January 20, 2023
 CRAB Office - Olympia, Washington
 via Zoom

January 19
1:00 PM

Call to Order

- | | | | Page # |
|----------|--|---------------------|---------------|
| 1 | Chair's Report - Rob Coffman | | |
| | A. Approve January 19-20, 2023 Agenda | Action Enclosure | 1 |
| | B. Approve Minutes of October 27, 2022 CRABoard Meeting | Action Enclosure | 3 |
| | C. Set 2023 Meeting Schedule (April-July-October) | Action Enclosure | 11 |
| 2 | Public Comment Period | | |
| 3 | Executive Director's Report - Jane Wall | | |
| | A. 2022 Annual Report | Info | |
| | B. Director's Activities | Info | |
| | C. Legislative Update | Info | |
| | D. Data Story - Jane Wall & Jacque Netzer | Info | |
| 4 | Rural Arterial Program - Steve Johnson, PE | | |
| | A. Resolution 2023-001 - Apportion RATA Funds to Regions | Action Enclosure | 12 |
| | B. Skagit County Waiver Payback Request | Action Enclosure | 13 |
| 5 | Deputy Director's Report - Drew Woods, PE | | |
| | A. Current Budget Status | Info Enclosure | 17 |
| | B. 2023-25 Budget Request | Info | |
| | C. Engineering Division Report Q&A | Info Enclosure | 24 |
| 6 | IT Division Report - Eric Hagenlock | Info Enclosure | 43 |
| 7 | Possible Executive Session | Info | |

RECESS

Dinner - 5:00pm

Location: **Budd Bay Café** - 525 Columbia St NW Olympia, WA 98501

January 20
8:30 AM

Call to Order

- | | | | |
|-----------|---|------|--|
| 8 | Public Comment Period | | |
| 9 | WSACE Report - Axel Swanson, Managing Director | Info | |
| 10 | Special Presentation: | | |
| | Health Disparity Map - Drew Woods & Eric Hagenlock | Info | |

ADJOURN

Approved

Chair: _____

Attest: _____

Minutes
County Road Administration Board
October 27, 2022
Skagit County Commissioners Hearing Room
and Zoom participation

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
Lisa Janicki, Skagit County Commissioner, Vice-Chair
Doug McCormick, PE, Snohomish County Engineer
Lindsey Pollock, Lewis County Commissioner
Carolina Mejia, Thurston County Commissioner

Members Absent: Grant Morgan, PE, Garfield County Engineer, 2nd Vice Chair
Brad Peck, Franklin County Commissioner
Eric Pierson, PE, Chelan County Engineer
Al French, Spokane County Commissioner

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Tommy Weed, IT Director
Jason Bergquist, Executive Assistant

Staff Present: Jacque Netzer, Communications Director
Via Zoom Steve Johnson, PE, Grant Programs Manager
Derek Pohle, PE, Support, Training and Compliance Manager
Mike Clark, Road System Inventory Manager
Eric Hagenlock, Data Quality Assurance & Analysis Manager
Cameron Cole, GIS Manager
Liana Roberson, GIS Analyst

Guests: Axel Swanson, WSACE Managing Director
Jay Drye, WSDOT Local Programs
Grace Kane, Skagit County Engineer / Public Works Director

Thursday, October 27, 2022

CALL TO ORDER

Chair Coffman called the meeting to order at 9:03 am.

CHAIR'S REPORT

Approve Agenda for October 27-28, 2022 Meeting

Commissioner Pollock moved and Doug McCormick seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of July 28-29, 2022 CRABoard Meeting

Commissioner Janicki moved and Commissioner Pollock seconded to approve the minutes of the July 28-29, 2022 CRABoard meeting. **Motion passed unanimously.**

Set 2023 CRABoard Meeting Dates

Chair Coffman asked whether the proposed dates worked for all CRABoard members. There were some concerns raised about the proposed April dates, and given 4 board members were absent, the motion was made to only approve the January 2023 meeting date.

Doug McCormick moved, and Commissioner Pollock seconded to set the 2023 meeting date for January 19-20, and then wait until the next board to set dates for April, July and October 2023.

Motion passed unanimously.

Staff Introductions

Jane Wall introduced CRAB's new Communications Director, Jacque Netzer, to the CRABoard. Mrs. Netzer shared with the Board that she's excited about her new role and joining the CRAB family.

Public Comment Period

Chair Coffman opened the floor for any public comment. Seeing that there was none, he closed discussion.

CERTIFICATIONS

Resolution 2022-009 Apportion Rata Funds to Regions

Mr. Johnson presented Resolution 2022-009 – Apportion RATA Funds to Regions, which authorizes that the accrued amount of \$8,656,164 deposited to the RATA for July, August and September 2022 be apportioned to the regions by the established 2021-2023 biennium percentages after setting aside \$159,318 for administration.

Following questions and discussion, Doug McCormick moved, and Commissioner Pollock seconded to approve Resolution 2022-009 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

Resolution 2022-010 RAP Match Adjustment

Mr. Johnson shared proposal that “any project that certifies the commencement of construction in 2023 or 2024 will receive full RATA funding up to the total project estimate in the final prospectus. Phased projects must certify construction of all phases to be eligible. Proposal does not require any changes to WAC. Authorizes the Executive Director to amend contracts for eligible projects. Must be formally approved by OFM before final implementation. OFM has reviewed proposal and has no concerns. Awaiting approval by CRABoard before granting their formal approval.

Example: Dungeness County's project was estimated at \$3 million, funded with \$2.7 million in RATA and \$300k in local match. If this project reaches construction in 2023/2024, the project RATA share will increase to the full (original estimate of) \$3 million.

Based upon the current revenue forecast, and the statewide reimbursement schedule (compiling each county's RAP project schedule), increasing the RATA share for projects that certify construction in 2023/2024 will not only assist counties in meeting the increased project costs, but will help spend down the high RATA balance in a controlled and predictable manner. CRAB will retain the authority to pause or withhold voucher payments on projects in the event that the RATA balance drops below predicted levels. If there are too few projects that take advantage of this opportunity, CRAB can consider allowing additional projects that are currently contracted but underfunded to request advance funding.

Following questions and discussion, Doug McCormick moved, and Commissioner Janicki seconded to approve Resolution 2022-010 – RAP Match Adjustment. **Motion passed unanimously.**

2023-2025 RAP Priority Array Review

Mr. Johnson shared that after the January 2022 request for project submittals, the counties submitted 118 preliminary proposals on March 1, 2022. CRAB engineering staff field reviewed these preliminary submittals in the spring of 2022 with the county engineer or responsible staff to evaluate surface conditions and discuss overall scope of each of the proposals.

63 final prospectuses were received from the counties by September 1, 2022, requesting \$100,660,700 in RATA funding in the 2023-2025 biennium. This is compared to the 75 prospectuses requesting \$103,132,800 in the current biennium. The estimated revenue for the 2023-2025 biennium is \$50,000,000, which includes \$9,331,000 in legislative Motor Vehicle Account transfers into the RATA account. Including the MVA transfers in the estimate for the call for prospectuses (though not codified in CRAB's budget) ensures the Board has a large array that can direct all 'potential' funding to the most competitive projects in each region. CRAB staff will review the 2023-2029 Six Year Program submittals for each county early in January to ensure that proposed RAP projects are included in those programs.

Mr. Johnson shared attached draft funding arrays which included a column showing "likely funding" amounts. These amounts are assigned based on project scoring, with consideration of county funding limit, as well as project type (in some regions). There may be changes to the arrays and funding amounts depending on budget forecasts, and county priorities. Initial funding (90% of the forecast amount) will be presented to the Board for consideration in April 2023.

EXECUTIVE DIRECTOR'S REPORT

Annual Certification Form

Director Jane Wall asked for approval of the 2022 Annual Certification Form. Doug McCormick moved, and Commissioner Pollock seconded to approve the 2022 Annual Certification Form. **Motion passed unanimously.**

Director Wall provided an update on her activities from the past several months, as well as notable events that are upcoming.

Director Wall noted that it was a busy summer filled with travel for CRAB staff. Director Wall visited 15 counties over the summer months to meet with county engineers, public works directors, and elected officials. She also met with a number of legislators in the summer and fall

months, including, Representative Fey, Senator King, Representative Barkis, Representative Goehner, and Representative Chapman.

Director Wall continues to stay busy with her board and commissions commitments, including attending the Transportation Improvement Board October meeting and the Road Usage Charge committee. Director Wall was also a panelist presenter at the fall APWA conference in Spokane.

The Strategic Plan continues to take center stage and evolve as time passes. CRAB successfully hired a Communication's Director in October and continues to look to ways to improve our messaging and presence.

Chair Coffman called for a brief 10-min recess @10:29am and later called the meeting to order @10:47am.

Washington State Representative Jake Fey

Chair Coffman introduced Representative Fey (representing the 27th District, which includes City of Tacoma and parts of Pierce County) as the featured guest for our October board meeting. Representative Fey provided updates on the recently adopted Move Ahead Washington transportation revenue package, as well as shared his thoughts on the upcoming legislative session.

Notable highlights of the Move Ahead package include, a first of its kind "revenue breakthrough" for the transportation budget. For the first time, the transportation budget benefited from a direct operating budget transfer. The \$2 billion transfer was a game-changer for the package. In addition to the operating revenue, the Move Ahead package was able to take advantage of the \$5 billion in Climate Commitment Act funds, as well as various fee increases.

On the spending side, the Move Ahead package focused on shoring up our ferry system, state-highway preservation and maintenance, fish passage investments, and projects. Representative Fey acknowledged not enough was done for agencies like CRAB and that an additional package is "not that far off."

As we look to the 2023 legislative session Representative Fey noted that safety will a top priority, specifically looking at lowering the legal limit for driving while under the influence, and a focus on driver's ed training for youth. In addition, he reported that inflation, supply chain issues, and the continuous downturn in motor vehicle fuel tax returns will tax the Move Ahead package and other investment priorities.

Representative Fey acknowledged the gas tax in a fleeting revenue source and talked about "what is next." While the road usage charge is one solution, it is not a panacea and other revenue options will need to be considered.

Chair Coffman called for a 60-minute recess @11:50am to allow the Board and staff time for lunch. Meeting will resume @1:00pm.

ENGINEERING DIVISION REPORT

Drew Woods provided a budget status update sharing that we're in good shape to stay under budget for remainder of current biennium, due in part to savings in travel & goods and other services. We're projecting to have a budget surplus of approximately \$100k with additional \$200k for IT expenditures. We'll be advancing as many expenditures as possible from next biennium to current (Software license agreements, one time expenditures, etc.). Unused funds will be returned to the counties for CAPP and RAP

FY 2023 Supplemental Request

Mr. Woods shared that we've requested \$1,013,000 additional expenditure authority for CAPP; including a fund balance reduction from \$1,000,000 to \$500,000; Transfers made at end of 19-21 biennium that were expended in 21-23 biennium; and Adjustments to September 2022 transportation revenue forecast.

2023-2023 Biennium Budget

Grant Programs:

\$63,598,100 expenditure authority for Rural Arterial Program (RAP)

- Includes continuing \$9,331k transfer from Motor Vehicle Account
- Includes \$3,100k electric vehicle renewal fee

\$38,678,100 expenditure authority for County Arterial Preservation Program (CAPP)

- Includes statutory transfer of \$3.0M from Transportation Partnership Account
- Includes continuing \$7,666k transfer from Motor Vehicle Account

\$2,455,800 expenditure authority for CFCIP

- \$705,800 for Pierce County \$1,000,000 for Whatcom county
- \$750,000 for Skagit County

Move Ahead Washington - \$10,000,000

- Must be distributed and used same as CAPP

Emergency Loan Program

- No request in this budget cycle.

Other Decision Packages

- Legacy software replacement (ML) – \$480,913
- Active Transportation/Multimodal Needs of Rural County Roads (PL) – \$250,000

WSACE Managing Director – Axel Swanson

Mr. Swanson reported on activities of the Washington State Association of County Engineers. Recently, WSACE has begun to focus on their legislative priorities and spending considerable time preparing for upcoming conferences. Mr. Swanson continues to coordinate administrative responsibilities for the Board while finalizing workgroup activities, reports, and recommendations. As session approaches, he has increased meetings with legislators and agency partners to prepare for the 2023 legislative session. Mr. Swanson and the WSACE Board President were able to attend the Oregon Association of County Engineers Conference in October, and while learning a lot, were also able to strengthen an important regional partnership among the two Associations.

Mr. Swanson has been working with the WSACE Board and WSAC Communications staff to book the locations for both WSACE's Professional Development Conference in February 2023

and the Annual Conference in June 2023. They have also signed an agreement with a firm for their Professional Development training and have started meeting with a trainer to define the conference subject matter.

Over the past two months, WSACE has been meeting regularly with King County staff to plan for the Joint Transportation Committee (JTC) meeting on November 15th at the County Leaders Conference (CLC). Mr. Swanson was excited to share that they're planning an afternoon tour in coordination with JTC staff for legislators to visit the King County Maintenance Headquarters. The tour will be followed by an on-site WSACE breakout session regarding the King County Roads Equity Journey. Mr. Swanson has also been working with Communications staff on several transportation/infrastructure breakout session for the CLC.

WSACE continues to track state and federal rulemaking processes to coordinate comments and be a voice for counties. Recent examples include coordinating and submitting comments for DFW's fish passage rule making, responding to a WSDOT agency legislative proposal concerning right of way/franchise agreements, and participating in 811 stakeholder meetings to review proposed changes to the Washington State Dig Law.

WSACE continues to help coordinate an ad hoc Broadband Deployment Best Practices Workgroup facilitated by the MRSC. The group's shared goal is to accelerate broadband deployment to unserved and underserved areas consistent with best practices in right-of-way permitting and policy. Discussions are intended to lay the groundwork for a predictable, consistent, and timely permitting process for broadband infrastructure. The meetings are designed to achieve a consensus outcome and clear next steps.

Mr. Swanson continues to give presentations around the state regarding the challenges County Road Departments have funding the county transportation system. Examples of recent presentations include to the Joint Transportation Committee, Washington Chapter of the American Public Works Association, and the Infrastructure Assistance Coordinating Council.

IT DIVISION REPORT

Tommy Weed (IT Director) reported on IT Updates as follows:

Help Desk Updates and Upgrade:

CRAB has revamped the IT helpdesk. As part of this work, we now have four mechanisms for our customers to send us helpdesk requests. Customers can now go to our website and at the bottom of the page a support ticket link will send you to a helpdesk form. The helpdesk form has been simplified to best meet user needs. Customers can also directly email the helpdesk at helpdesk@crab.wa.gov requesting help, and a ticket will be created automatically. Customers can also log-in to the helpdesk system and create a ticket as they have done in past. They also have the option of asking a CRAB staff member to create a ticket for them. Regardless of how the ticket is created, the helpdesk will use automation rules to help direct it to the proper team by placing it in a sub-category. Each sub-category has a team of technicians that are notified when a new ticket is placed in their sub-category.

GIS-Mo upgrade:

Our GIS-Mo environment has been upgraded to the most up to date ESRI software version to fit our business needs, and we are migrating and updating all of our GIS data to the new version.

This will provide CRAB and all counties with cutting-edge GIS web applications. Our next upgrade will migrate from our current desktop GIS environment (ArcGIS for Desktop) to a web GIS environment (ArcGIS Pro), improving data sharing, cross-collaboration, real-time spatial analysis, remote web map access, and more.

GIS Team:

The GIS Team has been supporting the counties with their upgrades to their GIS environments. Skamania County, for example, has recently upgraded from stand-alone desktop licenses to an ArcGIS Enterprise environment. We've assisted Skamania County in the decision-making process. Thurston County, as another example, has been developing its own ESRI Roads and Highways platform to house its GIS data internally, and we're assisting with the development and testing phases. Our outreach has been accompanied by training materials for the counties.

GIS Training:

Liana Roberson has created multiple ESRI Learning Plans through the ESRI Online Training Academy that covers a range of GIS and GIS-Mo-related topics at beginner, intermediate, and advanced levels. These Learning Plans can be easily shared with each county, as they welcome new staff and new software, such as with Jefferson, Douglas, and Okanogan counties.

GIS – Other work:

Externally, we're supporting the counties by building new GIS web applications and processes for easier data collection, data migration, and data updates and for consistency and transparency. Internally, we are supporting CRAB endeavors and helping promote CRAB as an agency by building custom GIS web applications and hosting GIS data in our ArcGIS Enterprise portal. For example, Liana Roberson has been creating a RAP mobile application for the Engineering Department to view and assess RAP projects in the field easily. We are also hosting our up-to-date road network and ancillary data for CRAB's Story Map Project, while also developing a plan for our Environmental Health Disparity Project.

GIS-Mo at APWA:

CRAB was invited to present at the APWA fall conference in Spokane in early October. The presentation showcased the value of the GIS-Mo application, and how GIS is a useful tool at any level of public work, not just county government. CRAB's Cameron Cole presented GIS-Mo's value, and how CRAB is transitioning from Mobility to the current GIS-Mo application.

CRAB at APWA Technical Committee:

During the APWA fall Conference CRAB was also invited serve as a panelist for the Technical Committee presentation. The key topics were emerging technologies in public works. Panelists represented a range of public works interest groups, including, city, state, and private sectors representatives.

CARS and RAP with SmartSimple

CRAB has now completed two scoping sessions with SmartSimple. The scoping sessions involved going into detail of the CARS and RAP process. These scoping sessions were important first steps in the project and will ensure all pertinent elements will be captured in the statement of work. The project's next steps are to agree on the statement of work, due later in November.

GIS-Mo Training Grant Update

A GIS-Mo training grant has been secured and approved through the Traffic Safety Commission. This \$200,000 grant for federal fiscal year 2023-2025 will allow CRAB staff to develop robust GIS-Mo training materials for our county customers. CRAB will convene a workgroup of county stakeholders to develop an RFP that is scheduled to advertise in early January 2023.

Chair Coffman closed the Board Meeting and opened the Public Hearing @2:00pm.

PUBLIC HEARING

Proposed WAC Change – Chapter 136-400

Mr. Woods presented the Board with proposed amendments to adopt for Chapter 136-400 WAC regarding the administration of the County Ferry Capital Improvement Program (CFCIP). The proposed amendments to Chapters 136-400-020, 136-400-030, and 136-400-080 WAC would limit funding from the CFCIP to replacing an existing ferry vessel once. With this proposed change, Whatcom and Wahkiakum counties would still be eligible for CFCIP vessel replacement funding. However, Pierce and Skagit counties will no longer be eligible for CFCIP vessel replacement funding since all of their vessels have received CFCIP funding for replacement.

Chair Coffman closed the Public Hearing and opened the Board Meeting @2:05pm.

Commissioner Mejia moved, and Commissioner Pollock seconded to approve the proposed WAC Changes for Chapter 136-400-020, 136-400-030, and 136-400-080. **Motion passed unanimously.**

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

Chair Coffman adjourned the meeting at 2:16pm.

Chair

Attest

2023 CRABoard Meeting Schedule

(proposed)

January 19-20, 2023 CRAB Office, Olympia

April 13-14, 2023 **CRAB Office, Olympia**

July 27-28, 2023 **ON LOCATION**
(Westside - TBD)
Proposed: Kitsap

October 26-27, 2023 **ON LOCATION**
(Eastside - TBD)
Proposed: Spokane
County Project Tour

- January 18-19 – Transportation Commission (WSTC)(Virtual)
- January 20 – FMSIB
- January 26-27 – TIB Mtg (Olympia)
- **January TBD– WSAC LSC Zoom Meeting (11am – 1pm)
- April 16-20 – NACE Annual Conference, Orange Beach, Alabama)
- April 18-19 – Transportation Commission (WSTC)(Ellensburg)
- April 26-27 – APWA Spring Meeting (Tacoma)
- July 12-16, 2023 – LakeFair (Olympia)
- July 18-19 – Transportation Commission (WSTC)(Olympia)
- July 21-24 – NACO Annual Conference, Austin, Texas
- October 4-5 – APWA Fall Meeting (Wenatchee)
- October 17-18 – Transportation Commission (WSTC)(Olympia)

**Best guess based on prior years’ scheduling

*All meetings are scheduled to begin at 1:00 pm the first day
and to reconvene at 8:30 am the second day*

**RESOLUTION 2023-001
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 \$5,636,181 made available in the RATA in **October, November, and December 2022** be apportioned to the regions by their 2021-2023 biennium percentages after setting aside \$165,476 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. | | 165,476 | 866,391 | 14,131,198 | 14,997,589 |
| NORTHEAST | 43.67% | 2,389,057 | 16,207,381 | 270,465,681 | 286,673,062 |
| NORTHWEST | 10.92% | 597,401 | 4,052,773 | 71,477,795 | 75,530,568 |
| PUGET SOUND | 6.91% | 378,026 | 2,564,530 | 45,140,336 | 47,704,866 |
| SOUTHEAST | 23.62% | 1,292,181 | 8,766,164 | 148,650,071 | 157,416,235 |
| SOUTHWEST | <u>14.88%</u> | <u>814,041</u> | <u>5,522,460</u> | <u>94,262,006</u> | <u>99,784,466</u> |
| TOTAL | 100.00% | 5,636,181 | 37,979,698 | 644,127,088 | 682,106,786 |

Adopted by the CRABoard on January 19, 2023

Chair's Signature

ATTEST

ADDITIONAL CONSTRUCTION LAPSING TIME EXTENSION

FRANCIS ROAD (SEGMENT 1), MP 5.05– 5.66

SKAGIT COUNTY RAP PROJECT 2915-01

I. Nature of Request:

Skagit County has requested, per its January 10, 2023 letter, an additional construction time extension for the RAP funded Francis Road (Segment 1) project. The project will currently lapse on April 16, 2023, after the county already received a 2-year construction time extension for the original project. CRAB’s WAC 136-167-040 (5) allows that “The CRABoard may in its discretion determine that for the public safety, health or general welfare, an additional extension is necessary.” The county therefore requests the CRABoard take additional action to extend the lapsing date two years further, to April 16, 2025.

II. Background:

The Francis Road (Segment 1) 3R project was submitted for funding in August 2014, requesting \$900,000 in RATA funding. The CRABoard allocated \$93,300 in RATA funding in April, 2015, and the final \$806,700 to full funding in May, 2017. The project proposes to enhance the safety of a portion of Francis Road to provide 12-ft travel lanes, 8-ft paved shoulders, improved drainage, and guardrail where necessary.

To date, the county has received \$60,953.42 in RATA reimbursements for design of the project.

III. Project development:

A. First lapsing occurrence:

The original construction lapsing date for Francis Road (Segment 1) was April 16, 2021, six years after CRABoard approval of funding. An extension to April 16, 2023 was requested by the county on March 8, 2021 citing utility relocation delays, Right of Way acquisition difficulty, and consultant design delays due to the pandemic. This request was approved by the CRAB director on March 9, 2021.

B. Second lapsing occurrence:

The second lapsing date will arrive April 16, 2023 and the county has requested an additional extension. Since the project has been delayed due to reasons including Right Of Way negotiation, permitting, and pandemic related issues, the updated project construction cost is far more than originally estimated. The original total project cost was \$1,425,000. The updated

construction cost is now \$2,742,175. Although the county has completed the preliminary engineering and Right Of Way phases, the county has documented that the construction costs now far exceed their available funding.

Skagit County intends to pursue additional construction funding. Since the project followed the federal process (had federal design funds), additional STP federal funds for construction will not incur supplementary design or documentation efforts. However, the timing for applying and obligating potential new STP funds will take longer than the available time in the RAP contract. Additionally, if the county is unsuccessful in obtaining STP construction funds, more time may be necessary to develop a new strategy to construct the project.

While the County pursues the additional funding, they acknowledge that they will not be able to meet the April 2023 construction lapsing date requirement. In consideration of these circumstances the county requests an additional extension of construction lapsing to April 16, 2025.

Timeline Summary:

| <u>Action:</u> | <u>Date:</u> | <u>Engineer:</u> |
|--|------------------|---------------------------------|
| • Initial CRAB Funding (3R): | April 16, 2015 | Paul Randall-Grutter, PE |
| • Construction lapsing extension | March 8, 2021 | Paul Randall-Grutter, PE |
| • Request additional extension | January 10, 2023 | Grace Kane, PE / Tom Weller, PE |
| • Lapsing of Construction (2 nd time) | April 16, 2023 | |

IV. Pertinent WAC language:

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

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

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

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

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

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

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

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

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

V. Staff Analysis and Recommendation:

The CRABoard must decide whether to grant the additional time extension for the Francis Road (Segment 1) project as requested by the county. If the extension is not granted, Skagit County will have until April 16, 2023 to bring this project to the construction phase, or withdraw the project. Withdrawal of the project will require the payback of RATA funds or waiver of payback request, following WAC 136-167-030.

Staff finds:

- The County has demonstrated intent to construct the project.
- The County is actively pursuing the additional construction funding.
- This project does not meet the requirements for consideration of RATA fund increase (WAC 136-165-020) since an increase in RATA funding must be based on specific extraordinary and unforeseeable circumstances.
- The project will enhance roadway safety for a segment of the Francis Road corridor that Skagit County continues to improve.
- The county has submitted the request for an additional time extension in a timely manner, in advance of actual project lapsing.
- An additional extension to the construction lapsing date will allow the county to retain its RATA funding while it pursues additional construction funding.

Staff recommends allowing this one-time additional construction lapsing extension of Skagit County’s Francis Road (Segment 1) RAP project to April 16, 2025 per WAC 136-167-040 (5).



SKAGIT COUNTY PUBLIC WORKS DEPARTMENT

1800 Continental Place, Mount Vernon, WA 98273-5625
(360) 416-1400

January 10, 2023

Jane Wall
Executive Director
County Road Administration Board
2404 Chandler Ct SW Suite 240
Olympia, WA 98504

RE: Request for Funding Extension - Francis Road Segment 1, RAP Project # 2915-01

Dear Ms. Wall

Skagit County is requesting to extend the construction phase that will be lapsing for the above-mentioned RAP project on April 1, 2023. The Francis Road Segment 1 project is 0.61 miles long from milepost 5.05 to 5.66. Francis Road is a Rural Major Collector, and the project is a 3R project that will reconstruct this roadway segment by widening the road to current standards of 12-foot lanes and 8-foot shoulders, in addition to improving drainage, installing guardrails, and improving road safety conditions.

While the County has finished design, permitting, and right of way acquisition, due to budgetary constraints, we are unable to move into the construction phase of the project. Our original cost estimate for this project was \$1,425,000, but we have encountered delays for several reasons. These delays included franchise utility relocation, environmental permitting, and right of way acquisition. The main reason and most likely a culmination of all, is the current inflation issues the County, State, and Country in going through as a whole. Due to the above, our current costs increased to \$2,742,175 leaving us with a \$1,833,175 shortfall for the project that our County budget is unable to absorb.

The extension of the project funding will allow Skagit County to seek additional funding through various programs such as the Surface Transportation Program Block Grant (STPB), the Highway Safety Improvement Program (HSIP), Economic Development Grant, and banking yearly distributions in the County Arterial Trust Account (CAPA) funding. We are vigorously pursuing these opportunities and believe these additional funding outlets will provide the necessary avenues to move the construction of the project forward in the coming years.

The project will currently lapse in the construction phase in April of 2023. A two-year extension will allow us to deliver the project on our currently planned schedule of 2024-2025. Skagit County will continue to attentively work on the Francis Road Segment 1 Project to meet our goal of delivering the project within the two-year extension window.

Thank you for your consideration.

Sincerely,

Tom Weller, P.E.
Asst. County Engineer

Cc: Board of Skagit County Commissioners
Trisha Logue, Skagit County Administrator
Grace Kane, Director of Public Works / County Engineer
Michael See, Assistant Director of Public Works
Forrest Jones, Transportation Programs Section Manager
David Walde, Project Manager



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 17, 2023

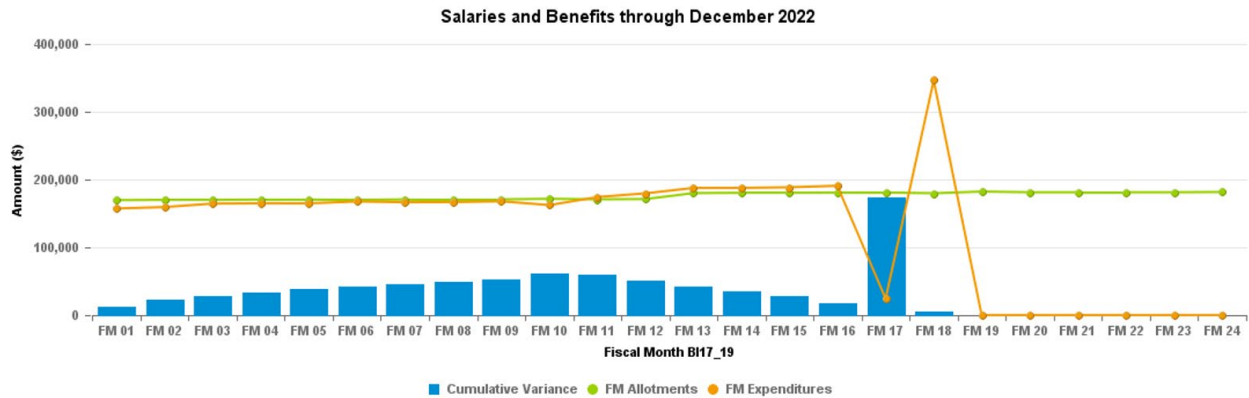
Subject: December 2022 (FM18) Financial Status

The November financial reports show the agency has spent **\$29,822** more authority than planned to date in Fund 108, \$100,985 less authority than planned to date in Fund 186, and **\$7,338** more authority than planned to date in Fund 102.

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 **\$5,720** cumulative for all three funds. As suspected last month, there was an error with amounts being backed out when they should not have. It sounds like this affected more agencies as well. The December amounts for salary and benefits are much higher to reflect this correction.



Professional Service Contracts (C)

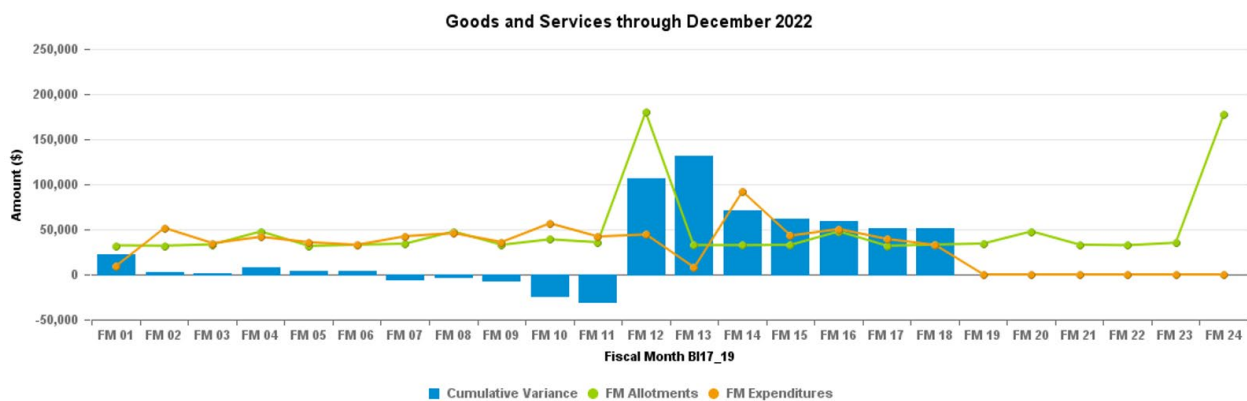
Negative BITD variance of **\$28,155** cumulative for all three funds

- CA – Management and Organizational Services - **\$4,875** overspent – This amount was paid to SBCTC Fund 001 in August 2021 entirely out of Fund 186.
- CD – Computer/Information Services - **\$23,280** overspent – In November this amount was paid to Maul Foster & Alani Inc entirely out of Fund 108.

Goods & Services (E)

Positive BITD variance of **\$51,607** cumulative for all three funds.

- ED – Rent and Leases - \$38,801 underspent – \$9,799 allotted for each month, but actual payments have been \$7,643.
- EG – Employee Professional Development & Training – Overspent by \$744 in December. Biennium-to-date, \$63,476 was allotted and only \$43,343 has been spent. The December expenses consisted of payments to GISCI and NACE.
- EK – Facilities and Services – Overspent **\$11,294** – 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 **\$28,255** – 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 **\$13,741** – 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.
- ER – Other Contractual Services – Overspent **\$17,252** – There were no new expenses in December so the overspend went down slightly since November.
- EY – Software Licenses and Maintenance – Underspent \$39,793 – December contained a total expenditure \$1,780 expenditures paid to WaTech and Survey Monkey.



Travel (G)

There is a positive BITD variance of **\$5,145**. Travel has been less than projected, but this was to be expected. December had expenditures totaling \$1,350 for travel.



Grants and Benefits (N) – Grants to Counties

The CAPA Fund 186 has a negative variance of **\$1,193,318**, our RATA Fund 102 has a \$11,685,618 variance. There was a transfer of \$958,250 into the CAPA Fund that was not included in the December disbursement. The RATA Fund also had a transfer into the account of \$1,166,375 in December.

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 by Fund as of December 2022

Fund 102- Rural Arterial Trust Account Summary

| Category | BI Allotment | BITD Allotment | BITD Expenditures | BITD Variance | BI Variance |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| Salaries and Wages | 800,452 | 593,112 | 637,356 | (44,244) | 163,096 |
| Employee Benefits | 252,619 | 185,293 | 195,610 | (10,317) | 57,009 |
| Travel | 9,240 | 6,924 | 10,384 | (3,460) | (1,144) |
| Capital Outlays | 12,290 | 9,599 | 645 | 8,954 | 11,645 |
| Grants, Benefits & Client Services | 55,028,000 | 41,270,998 | 29,585,444 | 11,685,554 | 25,442,556 |
| Goods and Services | 80,399 | 58,553 | 16,760 | 41,793 | 63,639 |
| Sum: | 56,183,000 | 42,124,479 | 30,446,199 | 11,678,280 | 25,736,801 |

| Category | FM Allotment | FM Expenditure | FM Variance | BITD Allotment | BITD Expenditures | BITD Variance |
|---|------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| Salaries and Wages | 34,368 | 39,842 | (5,474) | 593,112 | 637,356 | (44,244) |
| AA State Classified | 34,368 | 39,842 | (5,474) | 593,112 | 637,124 | (44,012) |
| AT Terminal Leave | 0 | 0 | 0 | 0 | 232 | (232) |
| Employee Benefits | 11,095 | 12,614 | (1,519) | 185,293 | 195,610 | (10,317) |
| B BA Old Age and Survivors Insurance | 2,131 | 2,412 | (281) | 36,773 | 38,532 | (1,759) |
| BB Retirement and Pensions | 3,523 | 4,140 | (617) | 60,797 | 65,527 | (4,730) |
| BC Medical Aid & Industrial Insurance | 143 | 158 | (15) | 2,574 | 2,678 | (104) |
| BD Health, Life & Disability Insurance | 4,749 | 5,311 | (562) | 75,662 | 79,321 | (3,659) |
| BE Allowances | 0 | 30 | (30) | 0 | 540 | (540) |
| BH Hospital Insurance (Medicare) | 497 | 564 | (67) | 8,596 | 9,012 | (416) |
| BK Paid Family and Medical Leave | 52 | 0 | 52 | 891 | 0 | 891 |
| Goods and Services | 3,373 | 876 | 2,497 | 58,553 | 16,760 | 41,793 |
| EA Supplies and Materials | 91 | 43 | 48 | 1,638 | 931 | 707 |
| EB Communications/Telecommunications | 59 | 26 | 34 | 1,048 | 132 | 916 |
| EC Utilities | 95 | 72 | 23 | 1,720 | 1,321 | 399 |
| ED Rentals and Leases - Land & Buildings | 686 | 535 | 151 | 12,346 | 9,630 | 2,716 |
| EE Repairs, Alterations & Maintenance | 0 | 0 | 0 | 238 | 1 | 237 |
| EF Printing and Reproduction | 37 | 6 | 31 | 676 | 241 | 435 |
| EG Employee Prof Dev & Training | 851 | 112 | 739 | 5,106 | 1,798 | 3,308 |
| EH Rental & Leases - Furn & Equipment | 25 | 13 | 12 | 452 | 429 | 23 |
| EJ Subscriptions | 0 | 0 | 0 | 203 | 153 | 50 |
| EK Facilities and Services | 384 | 0 | 384 | 6,849 | (0) | 6,849 |
| EL Data Processing Services (Interagency) | 554 | 0 | 554 | 10,757 | (0) | 10,757 |
| EM Attorney General Services | 30 | 0 | 30 | 541 | 0 | 541 |
| EN Personnel Services | 198 | 0 | 198 | 3,518 | 0 | 3,518 |
| EP Insurance | 6 | 0 | 6 | 241 | 0 | 241 |
| ER Other Contractual Services | 0 | 0 | 0 | 272 | 3 | 269 |
| ES Vehicle Maintenance & Operating Cst | 350 | 0 | 350 | 700 | 79 | 621 |
| EW Archives & Records Management Svcs | 0 | 0 | 0 | 72 | 0 | 72 |
| EY Software Licenses and Maintenance | 0 | 69 | (69) | 12,050 | 2,017 | 10,033 |
| EZ Other Goods and Services | 7 | 0 | 7 | 126 | 25 | 101 |
| Travel | 386 | 194 | 192 | 6,924 | 10,384 | (3,460) |
| G GA In-State Subsistence & Lodging | 175 | 169 | 6 | 3,150 | 7,360 | (4,210) |
| GB In-State Air Transportation | 0 | 0 | 0 | 0 | 78 | (78) |
| GC Private Automobile Mileage | 47 | 23 | 24 | 838 | 836 | 2 |
| GD Other Travel Expenses | 18 | 2 | 16 | 312 | 731 | (419) |
| GF Out-of-State Subsistence & Lodging | 35 | 0 | 35 | 630 | 1,204 | (574) |
| GG Out-of-State Air Transportation | 12 | 0 | 12 | 208 | 175 | 33 |
| GN Motor Pool Services | 99 | 0 | 99 | 1,786 | 0 | 1,786 |
| Capital Outlays | 0 | 0 | 0 | 9,599 | 645 | 8,954 |
| JA Noncapitalized Assets | 0 | 0 | 0 | 7,919 | 645 | 7,274 |
| JB Noncapitalized Software | 0 | 0 | 0 | 980 | 0 | 980 |
| JC Furnishings & Equipment | 0 | 0 | 0 | 700 | 0 | 700 |
| Grants, Benefits & Client Services | 2,292,833 | 3,477,550 | (1,184,717) | 41,270,998 | 29,585,444 | 11,685,554 |
| N NZ Other Grants and Benefits | 2,292,833 | 3,477,550 | (1,184,717) | 41,270,998 | 29,585,444 | 11,685,554 |

| | | | | | | |
|----------------------|------------------|------------------|--------------------|-------------------|-------------------|-------------------|
| Total Dollars | 2,342,055 | 3,531,076 | (1,189,021) | 42,124,479 | 30,446,199 | 11,678,280 |
|----------------------|------------------|------------------|--------------------|-------------------|-------------------|-------------------|

Fund 108- Motor Vehicle Account Summary

| Category | BI Allotment | BITD Allotment | BITD Expenditures | BITD Variance | BI Variance |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Salaries and Wages | 1,386,528 | 1,034,700 | 988,782 | 45,918 | 397,746 |
| Employee Benefits | 413,646 | 305,442 | 281,167 | 24,275 | 132,479 |
| Professional Service Contracts | 0 | 0 | 23,280 | (23,280) | (23,280) |
| Travel | 96,360 | 69,346 | 66,272 | 3,074 | 30,088 |
| Capital Outlays | 101,102 | 49,132 | 56,606 | (7,474) | 44,496 |
| Grants, Benefits & Client Services | 1,456,000 | 1,456,000 | 1,456,472 | (472) | (472) |
| Inter Agency/Fund Transfers | 2,000,000 | 2,000,000 | 2,000,000 | 0 | 0 |
| Goods and Services | 823,364 | 562,845 | 634,509 | (71,664) | 188,855 |
| Sum: | 6,277,000 | 5,477,465 | 5,507,087 | (29,622) | 769,913 |

| Category | FM Allotment | FM Expenditure | FM Variance | BITD Allotment | BITD Expenditures | BITD Variance |
|---|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| Salaries and Wages | 58,638 | 197,250 | (138,612) | 1,034,700 | 988,782 | 45,918 |
| A AA State Classified | 38,686 | 176,955 | (138,269) | 683,232 | 631,393 | 51,839 |
| AC State Exempt | 19,952 | 20,295 | (343) | 351,468 | 353,869 | (2,401) |
| AT Terminal Leave | 0 | 0 | 0 | 0 | 3,520 | (3,520) |
| Employee Benefits | 16,939 | 43,895 | (26,956) | 305,442 | 281,167 | 24,275 |
| BA Old Age and Survivors Insurance | 2,565 | 11,724 | (9,159) | 62,670 | 59,665 | 3,005 |
| BB Retirement and Pensions | 6,010 | 20,340 | (14,330) | 106,056 | 101,312 | 4,744 |
| BC Medical Aid & Industrial Insurance | 218 | 654 | (436) | 4,924 | 3,431 | 1,493 |
| BD Health, Life & Disability Insurance | 7,232 | 8,362 | (1,130) | 115,272 | 102,567 | 12,705 |
| BE Allowances | 0 | 40 | (40) | 0 | 180 | (180) |
| BH Hospital Insurance (Medicare) | 851 | 2,775 | (1,924) | 15,006 | 13,987 | 1,019 |
| BK Paid Family and Medical Leave | 63 | 0 | 63 | 1,514 | 0 | 1,514 |
| BZ Other Employee Benefits | 0 | 0 | 0 | 0 | 25 | (25) |
| Professional Service Contracts | 0 | 0 | 0 | 0 | 23,280 | (23,280) |
| CD Computer/Information Services | 0 | 0 | 0 | 0 | 23,280 | (23,280) |
| Goods and Services | 23,443 | 29,568 | (6,125) | 562,845 | 634,509 | (71,664) |
| E EA Supplies and Materials | 949 | 453 | 496 | 17,082 | 12,617 | 4,465 |
| EB Communications/Telecommunications | 610 | 571 | 39 | 10,970 | 17,530 | (6,560) |
| EC Utilities | 995 | 749 | 246 | 17,916 | 14,620 | 3,296 |
| ED Rentals and Leases - Land & Buildings | 7,153 | 5,579 | 1,574 | 128,754 | 100,428 | 28,326 |
| EE Repairs, Alterations & Maintenance | 0 | 0 | 0 | 2,478 | 34 | 2,444 |
| EF Printing and Reproduction | 391 | 65 | 326 | 7,028 | 2,513 | 4,515 |
| EG Employee Prof Dev & Training | 0 | 1,164 | (1,164) | 46,496 | 37,982 | 8,514 |
| EH Rental & Leases - Furn & Equipment | 141 | 136 | 5 | 3,986 | 5,669 | (1,683) |
| EJ Subscriptions | 0 | 0 | 0 | 2,117 | 4,223 | (2,106) |
| EK Facilities and Services | 4,498 | 6,273 | (1,775) | 78,501 | 116,226 | (37,725) |
| EL Data Processing Services (Interagency) | 6,117 | 9,533 | (3,416) | 118,291 | 188,014 | (69,723) |
| EM Attorney General Services | 300 | 550 | (250) | 5,571 | 1,573 | 3,998 |
| EN Personnel Services | 2,234 | 3,081 | (847) | 37,658 | 55,681 | (18,023) |
| EP Insurance | 55 | 81 | (26) | 2,439 | 17,100 | (14,661) |
| ER Other Contractual Services | 0 | 0 | 0 | 2,805 | 21,095 | (18,290) |
| ES Vehicle Maintenance & Operating Cst | 0 | 0 | 0 | 4,650 | 826 | 3,824 |
| EW Archives & Records Management Svcs | 0 | (181) | 181 | 646 | 865 | (219) |
| EY Software Licenses and Maintenance | 0 | 1,514 | (1,514) | 74,581 | 37,254 | 37,327 |
| EZ Other Goods and Services | 0 | 0 | 0 | 876 | 261 | 615 |
| Travel | 3,529 | 794 | 2,735 | 69,346 | 66,272 | 3,074 |
| GA In-State Subsistence & Lodging | 1,825 | 0 | 1,825 | 32,850 | 25,775 | 7,075 |
| GB In-State Air Transportation | 0 | 0 | 0 | 0 | 810 | (810) |
| GC Private Automobile Mileage | 487 | 0 | 487 | 8,758 | 9,722 | (964) |
| GD Other Travel Expenses | 183 | 21 | 162 | 3,282 | 2,277 | 1,005 |
| GF Out-of-State Subsistence & Lodging | 0 | 0 | 0 | 4,380 | 5,290 | (910) |
| GG Out-of-State Air Transportation | 0 | 0 | 0 | 1,460 | 3,147 | (1,687) |
| GN Motor Pool Services | 1,034 | 773 | 261 | 18,616 | 19,250 | (634) |
| Capital Outlays | 0 | 9,246 | (9,246) | 49,132 | 56,606 | (7,474) |
| JA Noncapitalized Assets | 0 | 9,246 | (9,246) | 31,612 | 56,606 | (24,994) |

| | | | | | | | |
|---|-----------------------------------|----------------|----------------|------------------|------------------|------------------|-----------------|
| JB | Noncapitalized Software | 0 | 0 | 0 | 10,220 | 0 | 10,220 |
| JC | Furnishings & Equipment | 0 | 0 | 0 | 7,300 | 0 | 7,300 |
| 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 | 1,456,000 | 1,456,472 | (472) |
| NZ | Other Grants and Benefits | 0 | 0 | 0 | 1,456,000 | 1,456,472 | (472) |
| Total Dollars | | 102,549 | 280,754 | (178,205) | 5,477,465 | 5,507,087 | (29,622) |

Fund 186- County Arterial Preservation Acct Summary

| Category | BI Allotment | BITD Allotment | BITD Expenditures | BITD Variance | BI Variance |
|------------------------------------|-------------------|-------------------|-------------------|--------------------|------------------|
| Salaries and Wages | 1,039,125 | 771,198 | 780,829 | (9,631) | 258,296 |
| Employee Benefits | 325,920 | 239,532 | 239,813 | (281) | 86,107 |
| Professional Service Contracts | 0 | 0 | 4,875 | (4,875) | (4,875) |
| Travel | 26,400 | 19,004 | 13,474 | 5,530 | 12,926 |
| Capital Outlays | 55,000 | 31,000 | 2,052 | 28,948 | 52,948 |
| Grants, Benefits & Client Services | 44,653,000 | 34,828,752 | 36,022,254 | (1,193,502) | 8,630,746 |
| Goods and Services | 246,555 | 168,455 | 86,976 | 81,479 | 159,579 |
| Sum: | 46,346,000 | 36,057,941 | 37,150,273 | (1,092,332) | 9,195,727 |

| Category | FM Allotment | FM Expenditure | FM Variance | BITD Allotment | BITD Expenditures | BITD Variance |
|---|---------------|----------------|--------------|----------------|-------------------|----------------|
| Salaries and Wages | 44,468 | 40,527 | 3,941 | 771,198 | 780,829 | (9,631) |
| AA State Classified | 44,468 | 40,527 | 3,941 | 771,198 | 780,597 | (9,399) |
| AT Terminal Leave | 0 | 0 | 0 | 0 | 232 | (232) |
| Employee Benefits | 14,274 | 12,986 | 1,289 | 239,532 | 239,813 | (281) |
| BA Old Age and Survivors Insurance | 2,759 | 2,450 | 309 | 47,825 | 47,138 | 687 |
| BB Retirement and Pensions | 4,561 | 4,211 | 350 | 79,063 | 80,274 | (1,211) |
| BC Medical Aid & Industrial Insurance | 184 | 165 | 19 | 3,312 | 2,800 | 512 |
| BD Health, Life & Disability Insurance | 6,058 | 5,537 | 521 | 96,992 | 97,138 | (146) |
| BE Allowances | 0 | 50 | (50) | 0 | 1,440 | (1,440) |
| BH Hospital Insurance (Medicare) | 645 | 573 | 72 | 11,184 | 11,024 | 160 |
| BK Paid Family and Medical Leave | 67 | 0 | 67 | 1,156 | 0 | 1,156 |
| 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 | 6,312 | 2,267 | 4,045 | 168,455 | 86,976 | 81,479 |
| EA Supplies and Materials | 260 | 124 | 136 | 4,680 | 2,794 | 1,886 |
| EB Communications/Telecommunications | 167 | 73 | 94 | 3,006 | 378 | 2,628 |
| EC Utilities | 273 | 205 | 68 | 4,906 | 3,773 | 1,133 |
| ED Rentals and Leases - Land & Buildings | 1,960 | 1,529 | 431 | 35,274 | 27,514 | 7,760 |
| EE Repairs, Alterations & Maintenance | 0 | 0 | 0 | 679 | 10 | 669 |
| EF Printing and Reproduction | 107 | 18 | 89 | 1,926 | 689 | 1,237 |
| EG Employee Prof Dev & Training | 0 | 319 | (319) | 12,725 | 5,157 | 7,568 |
| EH Rental & Leases - Furn & Equipment | 39 | 37 | 2 | 1,090 | 1,224 | (134) |
| EJ Subscriptions | 0 | 0 | 0 | 580 | 438 | 142 |
| EK Facilities and Services | 1,095 | 0 | 1,095 | 19,582 | (0) | 19,582 |
| EL Data Processing Services (Interagency) | 1,581 | 0 | 1,581 | 30,741 | (0) | 30,741 |
| EM Attorney General Services | 86 | 0 | 86 | 1,545 | 0 | 1,545 |
| EN Personnel Services | 567 | 0 | 567 | 10,043 | (0) | 10,043 |
| EP Insurance | 16 | 0 | 16 | 679 | (0) | 679 |
| ER Other Contractual Services | 127 | 0 | 127 | 778 | 9 | 769 |
| ES Vehicle Maintenance & Operating Cst | 0 | 0 | 0 | 1,400 | 226 | 1,174 |
| EW Archives & Records Management Svcs | 34 | 0 | 34 | 206 | 0 | 206 |
| EY Software Licenses and Maintenance | 0 | 197 | (197) | 38,375 | 45,942 | (7,567) |
| EZ Other Goods and Services | 0 | (235) | 235 | 240 | (1,178) | 1,418 |
| Travel | 966 | 362 | 604 | 19,004 | 13,474 | 5,530 |
| GA In-State Subsistence & Lodging | 500 | 314 | 186 | 9,000 | 9,327 | (327) |
| GB In-State Air Transportation | 0 | 0 | 0 | 0 | 222 | (222) |
| GC Private Automobile Mileage | 133 | 42 | 91 | 2,402 | 1,942 | 460 |
| GD Other Travel Expenses | 50 | 6 | 44 | 900 | 802 | 98 |
| GF Out-of-State Subsistence & Lodging | 0 | 0 | 0 | 1,200 | 680 | 520 |
| GG Out-of-State Air Transportation | 0 | 0 | 0 | 400 | 501 | (101) |

| | | | | | | | | |
|---|----|---------------------------|------------------|----------------|----------------|-------------------|-------------------|--------------------|
| | GN | Motor Pool Services | 283 | 0 | 283 | 5,102 | 0 | 5,102 |
| Capital Outlays | | | 0 | 0 | 0 | 31,000 | 2,052 | 28,948 |
| | JA | Noncapitalized Assets | 0 | 0 | 0 | 26,200 | 2,052 | 24,148 |
| | JB | Noncapitalized Software | 0 | 0 | 0 | 2,800 | 0 | 2,800 |
| | JC | Furnishings & Equipment | 0 | 0 | 0 | 2,000 | 0 | 2,000 |
| Grants, Benefits & Client Services | | | 1,637,374 | 894,115 | 743,259 | 34,828,752 | 36,022,254 | (1,193,502) |
| | NZ | Other Grants and Benefits | 1,637,374 | 894,115 | 743,259 | 34,828,752 | 36,022,254 | (1,193,502) |
| Total Dollars | | | 1,703,394 | 950,256 | 753,138 | 36,057,941 | 37,150,273 | (1,092,332) |

Fund 26P- Move Ahead WA Account Summary

| <u>Category</u> | <u>BI Allotment</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> | <u>BI Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------------|----------------------|--------------------|
| Grants, Benefits & Client Services | 10,000,000 | 10,000,000 | 10,000,000 | 0 | 0 |
| Sum: | 10,000,000 | 10,000,000 | 10,000,000 | 0 | 0 |

| <u>Category</u> | <u>FM Allotment</u> | <u>FM Expenditure</u> | <u>FM Variance</u> | <u>BITD Allotment</u> | <u>BITD Expenditures</u> | <u>BITD Variance</u> |
|------------------------------------|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| Grants, Benefits & Client Services | 0 | 0 | 0 | 10,000,000 | 10,000,000 | 0 |
| NZ Other Grants and Benefits | 0 | 0 | 0 | 10,000,000 | 10,000,000 | 0 |
| Total Dollars | 0 | 0 | 0 | 10,000,000 | 10,000,000 | 0 |

Engineering Division Board Report

January 2023 Meeting

Report Period: October 22, 2022 to January 13, 2023

Engineering Staff Highlights:

Deputy Director – Drew Woods, P.E.

It was another successful quarter for the engineering division. In November we participated in the County Leaders conference. At the conference, the opportunity to network is always a positive. At the same time, we are able to listen to the counties and hear opportunities to learn, improve, and provide assistance to and from the counties. From those interactions, the engineering division will be evaluating several items this next quarter such as:

- Required submittals for compliance – evaluating the why, do we still need it, and explaining how the submittal and data is used.
- RAP Program – How can we make the program more effective at funding projects that meet the counties needs with as few constraints as possible while still meeting the statutory requirements of the program.
- What data do we currently not collect, but see a need for the communicate the counties road needs.

In December, the Governor’s transportation budget was announced. It was very fulfilling to see our hard work culminate in the Governor’s office fully funding all of our requests. While this is only the first milestone in the budget adoption process, I think this speaks to the success of the work that has been done to strengthen relationships with OFM and legislative staff.

County Compliance, Support, and Training Manager – Derek Pohle, P.E.

CRAB staff conducted two training sessions in the last quarter. The December three-day county engineer training at the CRAB offices, with six counties represented and, a two-hour Teams training for Benton County staff to get new management and key staff refreshed on annual reporting and use of CARS.

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, 2022 in order to maintain compliance with the Standards of Good Practice have been submitted on time by all of the 39 counties.

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 2022, 35 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 system

issues outside of county control. One issue still plagues the CLAS system which relates to how the WSDOT program reacts to a “not my jurisdiction” response from the county.

CARS replacement with SmartSimple continued in earnest.

Grants Program Administrator – Steve Johnson, P.E.

Rural Arterial Program (RAP) regional meetings took place in November 2022. Reviewed all active and proposed RAP projects against the county-submitted 6-year plans. Reviewed County Arterial Preservation Program (CAPP) Plans that were submitted in CARS.

RAP Online replacement with SmartSimple continued.

Design Systems Manager – Brian Bailey

A substantial amount of time has been spent this quarter in preparation for the 2023 Road Design Conference. This year’s conference will be held again at Campbell’s Resort in Chelan on March 22nd through March 24th. There has been no in person training during this period, but CRAB staff has provided continuous county support through CRAB-NET.

Road Systems Manager – Mike Clark

This quarter was spent running numerous road rating status reports and working with county staff to ensure they met the December 31 due date for WAC 136-70 CAPP-Pavement Management Certification. This submittal is to ensure all paved arterial and collectors have been surveyed for pavement distress within 2021 and/or 2022 year.

Next quarter, I will be conducting onsite Pavement Management (VisRate) training for Clallam, Benton, San Juan, and Whatcom counties. In addition, we have conducted numerous Teams meeting for new users and refresher GIS-Mo training opportunities to prepare staff for the upcoming Road Log submittals that are due on April 1.

County Engineer Appointments:

- On December 6, 2022 Joe Donisi, P.E. was appointed as the Clallam County Engineer. Joe was previously the interim county engineer and the assistant county engineer for Clallam county.

3C
DEC 06 2022



RESOLUTION 127, 2022

APPOINTING JOSEPH E. DONISI AS THE COUNTY ROAD ENGINEER

THE BOARD OF CLALLAM COUNTY COMMISSIONERS finds as follows:

1. The County is required to employ a County Road Engineer pursuant to RCW 36.80.010.
2. The County Road Engineer Ross Tyler retired on February 1, 2022.
3. A resolution appointing a replacement County Road Engineer must be sent to the County Road Administration Board pursuant to WAC 136-12-030.
4. The Assistant County Engineer Joseph E. Donisi is a Licensed Professional Engineer.
5. On November 29, 2022 Human Resources conducted interviews to hire a County Road Engineer.
6. Human Resources has determined that Joseph E. Donisi is best qualified to fill the County Road Engineer position.

NOW, THEREFORE, BE IT RESOLVED by the Board of Clallam County Commissioners, in consideration of the above findings of fact, that

1. Joseph E. Donisi is hereby appointed as the County Road Engineer.

PASSED AND ADOPTED this 6th day of December 2022



ATTEST:

L. Gores
Loni Gores, CMC, Clerk of the Board

BOARD OF CLALLAM COUNTY COMMISSIONERS

Mark Ozias
Mark Ozias, Chair

Randy Johnson
Randy Johnson

Excused
Bill Peach

County Engineer Vacancy Status (WAC 136-012):

| County | Effective Date | Original Six-Month Expiration | Six-Month Extension | Notes |
|---------------------|-----------------------|--------------------------------------|----------------------------|---------------------------|
| <i>Pend Oreille</i> | April 12, 2022 | October 12, 2022 | April 12, 2023 | Don Ramsey PE interim |
| <i>Benton</i> | September 13, 2022 | March 13, 2023 | - | Matt Rasmussen PE interim |
| <i>Klickitat</i> | January 1, 2023 | July 1, 2023 | - | Seth Scarola PE interim |

County Audit Reviews:

| | Number | Findings | Management Letters | County Road or ER&R | CRAB Follow-Up Needed |
|-----------------------|---------------|-----------------|---------------------------|--------------------------------|------------------------------|
| <i>Financial</i> | 9 | 2 | 3 | 1 ML - Columbia | No |
| <i>Accountability</i> | 4 | 0 | 0 | - | - |
| <i>Fraud</i> | 0 | 0 | 0 | - | - |
| <i>Performance</i> | 1 | 0 | 0 | - | - |

Design Systems and Unmanned Aerial Systems (UAS) Update:

Registration is now open for the 2023 Road Design Conference, which will be held at Campbell's Resort on March 22nd to March 24th, 2023. The conference has been fully funded and will be sponsored by 9 companies in 2023. Autodesk, IMAGINiT Technologies, Cadapult Software Solutions, Carlson Software, Team D3, Eagle Point Software, TOPCON Solutions, Frontier Precision and DTS have graciously agreed to support CRAB in our efforts to provide quality training to county staff. We will have 13 speakers offering 14 presentations over the three-day conference. Attendance this year will be capped at 100 registrants. This number has been increased from last year's cap of 90 registrants.

Learning Management System Update:

Design Systems has been instructing other CRAB staff on processes for building content in the learning management system. Moving forward, they will be helping building new content in support of GIS-Mo, CARS and Rap Online.

LMS performance numbers this quarter have decreased slightly, which may be a result of holidays and vacations during the quarter. Overall, the platform provided approximately 240 person-hours of training over this period.

County Visits and Training – Engineering Team:

To be added to final Board packet.

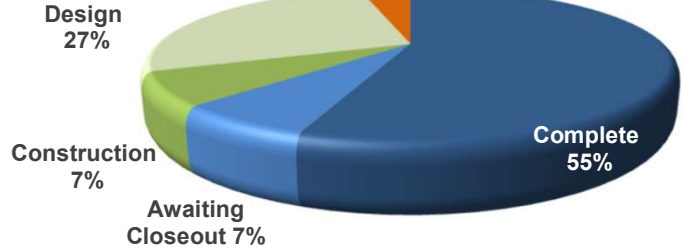
| | Drew | | | | Derek | | | | Steve | | | | Brian | | | | Mike | | | | County Totals |
|---------------------|--------------|--------------|---------------------------|-------|--------------|--------------|---------------------------|-------|--------------|--------------|---------------------------|-------|--------------|--------------|---------------------------|-------|--------------|--------------|---------------------------|-------|---------------|
| | Consultation | County Visit | Training or Regional Mtng | Other | Consultation | County Visit | Training or Regional Mtng | Other | Consultation | County Visit | Training or Regional Mtng | Other | Consultation | County Visit | Training or Regional Mtng | Other | Consultation | County Visit | Training or Regional Mtng | Other | |
| Adams | | | | | | | | | 1 | | 1 | | | | | | 1 | | 1 | 1 | 5 |
| Asotin | | | | | 1 | | | | | | 1 | | 1 | | | | 1 | | | 1 | 4 |
| Benton | 1 | | | | 3 | | 1 | 1 | | | 1 | | | | | | 2 | | 1 | 1 | 11 |
| Chelan | | | | | 2 | | | | | | 1 | | | | | | 1 | | | 1 | 5 |
| Clallam | 1 | | | | | | | | | | 1 | | | | | | | | 3 | 1 | 6 |
| Clark | | | | | 2 | | | 2 | | | 1 | | | | | | 1 | | 2 | 1 | 9 |
| Columbia | 5 | | | | 3 | | | 3 | 1 | | 1 | | | | | | | | 1 | 1 | 15 |
| Cowlitz | | | | | 2 | | | | 2 | | 1 | | | | | | | | 2 | 1 | 8 |
| Douglas | | | | | | | | 1 | 1 | | 1 | | 1 | | | | | | 1 | 1 | 6 |
| Ferry | | | | | 5 | | | | 2 | | 1 | | 2 | | 1 | 1 | | | 1 | 1 | 14 |
| Franklin | 1 | | | | 2 | | | | 1 | | 1 | | 2 | | | 1 | | | 1 | 1 | 10 |
| Garfield | 1 | | | | 1 | | | | | | 1 | | | | | | | | | 1 | 4 |
| Grant | 1 | | 1 | | 3 | | 1 | | 1 | | 2 | | | 1 | 1 | | 2 | | | 1 | 14 |
| Grays Harbor | | | | | 1 | | | | 1 | | 1 | | | | | | | | | 1 | 4 |
| Island | 2 | | | | 2 | | | | | | 1 | | | | | | | | 1 | 1 | 7 |
| Jefferson | 1 | | | | | | | | 1 | | 1 | | 1 | | | | | | 3 | 1 | 8 |
| King | | | 1 | | 1 | | 1 | | 2 | | 1 | | | | 1 | | 1 | | | 1 | 9 |
| Kitsap | | | | | 2 | | | 1 | 1 | | 1 | | | | | | 1 | | 2 | 1 | 9 |
| Kittitas | | | | | | | | | | | 1 | | | | | | | | 1 | 1 | 3 |
| Klickitat | | | 2 | | 1 | | 1 | | | | 2 | | | | 2 | 1 | 1 | | 1 | 1 | 12 |
| Lewis | | | | | 1 | | | | 1 | | 1 | | 1 | | | 1 | | | 1 | 1 | 7 |
| Lincoln | 4 | | | | 2 | | | 2 | | | 1 | | | | | | 1 | | 2 | 1 | 13 |
| Mason | | | | | | | | | 2 | | 1 | | | | | | | | | 1 | 4 |
| Okanogan | | | | | | | | | | | 1 | | 1 | | | | 1 | | 1 | 1 | 5 |
| Pacific | | | 2 | | 3 | | 1 | 1 | | | 2 | | | | | | 1 | 1 | 1 | 1 | 13 |
| Pend Oreille | 1 | | | | 1 | | | 1 | 1 | | 1 | | | | | | 1 | | 1 | 1 | 8 |
| Pierce | 1 | | 2 | | 1 | | 1 | | | | 2 | | | | | | 2 | | 3 | 1 | 13 |
| San Juan | | | | | | | | | | | 1 | | | | | | | | 1 | 1 | 3 |
| Skagit | 6 | | 2 | | 4 | | 1 | | 2 | | 2 | | 2 | | | | | | 2 | 1 | 22 |
| Skamania | 2 | | | | 8 | | | 1 | | | 1 | | 1 | | | | 1 | | 2 | 1 | 17 |
| Snohomish | | | | | | | | 1 | | | 1 | | 1 | | | | 2 | | 7 | 1 | 13 |
| Spokane | 1 | | 1 | | 1 | | 1 | 1 | 1 | | 2 | | 1 | | 3 | 1 | 2 | | 3 | 1 | 19 |
| Stevens | | | | | 1 | | | 1 | | | 1 | | 2 | 1 | 2 | 2 | | | 2 | 1 | 13 |
| Thurston | 3 | | | | 1 | | | 2 | | | 1 | | 1 | | | | 2 | | 3 | 1 | 14 |
| Wahkiakum | 2 | | | | 1 | | | 1 | | | 1 | | | | | | | | 1 | 1 | 7 |
| Walla Walla | 2 | | | | 2 | | | | | | 1 | | | | | 1 | | | 1 | 1 | 8 |
| Whatcom | 1 | | | | 2 | | | 1 | | | 1 | | | | | | 1 | | 2 | 1 | 9 |
| Whitman | 2 | | | | 1 | | | 1 | 1 | | 1 | | | | | | | | | 1 | 7 |
| Yakima | 1 | | | | | | | | | | 1 | | | | | | | | | 1 | 3 |
| Other Agencies | | | | 26 | 10 | | | | 1 | | | | | | | | | | | 4 | 41 |
| National | | | | 2 | | | | | | | | | | | | | | | | | |
| Public | | | | | 3 | | | | | | | | | | | | | | | | 3 |
| Staff Totals | 50 | | | | 89 | | | | 67 | | | | 37 | | | | 118 | | | | |

RAP Program Status:

RURAL ARTERIAL PROGRAM
January 2023



Projects Funded 2009 - 2023
No RATA Claimed 4%



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 | 46 | 26 | 19 | 5 | | 1137 |
| Awaiting Closeout | | 2 | | 2 | 4 | 7 | 2 | | 17 |
| Some RATA paid | 1 | | | 2 | 11 | 16 | 31 | 22 | 83 |
| No RATA Paid | | | | | | | 4 | 6 | 10 |
| TOTAL | 1003 | 39 | 2 | 50 | 41 | 42 | 42 | 28 | 1247 |

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 | 49,349,700 |
| Total estimated revenue | 693,476,788 |

RAP Expenditures to date:

| | |
|---|--------------------|
| To Completed Projects | 600,212,052 |
| To Projects in Design or Under Construction | 39,053,341 |
| Administration | 13,905,008 |
| Total RATA spent | 653,170,401 |

RAP Obligations:

| | |
|--|--------------------|
| RATA Balance on Active Projects | 100,948,310 |
| RATA \$ yet to allocate to Partially funded projects - | 20,577,158 |
| Requests for reimbursement - pending | 96,092 |
| Estimated remaining administration through 2021- 2023 biennium | 318,781 |
| Total RATA obligated | 121,940,342 |

QTR 4 - 2022 RATA ACTIVITY:

| REVENUE MONTH | BEGINNING BALANCE | MVFT REVENUE | INTEREST + Cash Rcpts | PROJECT PAYMENTS | # | ADMIN CHARGES | ENDING BALANCE |
|----------------|-------------------|----------------|-----------------------|------------------|----|---------------|-----------------|
| October | \$27,421,412.39 | \$1,709,420.26 | \$30,470.87 | (3,122,907.78) | 29 | (55,840.90) | \$25,982,554.84 |
| November | \$25,982,554.84 | \$1,410,323.46 | \$38,091.20 | (684,647.09) | 21 | (56,109.48) | \$26,690,212.93 |
| December | \$26,690,212.93 | \$2,403,237.38 | \$44,638.09 | (3,477,549.98) | 28 | (53,525.59) | \$25,607,012.83 |
| TOTALS: | | \$5,522,981.10 | \$113,200.16 | (7,285,104.85) | 78 | (165,475.97) | |

Completed Projects:



Wenatchee Heights Road is a rural minor collector that serves as the main access to the Wenatchee Heights area from the City of Wenatchee. It serves residential and school bus traffic, orchardists, and outdoor enthusiasts. The road was rutting, alligating, shoving, and settling in many locations. The horizontal curves were tight and the width varied, resulting in difficult maneuvering for trucks.

Chelan County
Wenatchee Heights Road
RC -0415-02

Total Project Cost: \$2,343,026
RAP Contribution: \$2,108,723
Local Contribution: \$ 234,303



This was a Reconstruction project. The road structure was reconstructed and strengthened. The alignment was improved within topographical limitations to provide a consistent width, improved curves, and stormwater management.

Josh Wilson Road provides direct access to the Port of Skagit, over 100 businesses, connections between farming communities, and residential housing.

The original road was constructed on a peat bog and has been deteriorating even with continuous county maintenance.



Skagit County
Josh Wilson Road
3R -2918-01

Total Project Cost: \$4,437,879
RAP Contribution: \$1,100,000
Fed Contribution: \$1,337,161
Local Contribution: \$2,100,718

This was a 3R project (Resurface/Restoration/Rehabilitation). The existing pavement was removed, the roadbed was regraded with new rock and surfacing, and a new concrete box culvert was installed.





Vail Road provides access from parts of southeast county to SR507 and the City of Yelm. This segment of Vail Road connects to previous widening projects. The road was narrow with minimal shoulder, rutting and cracking, and clear zone obstructions.

Thurston County
Vail Road
3R -3415-01

Total Project Cost: \$2,549,268
RAP Contribution: \$1,800,000
Local Contribution: \$ 749,268



This was a 3R project (Resurface/Restoration/Rehabilitation). The road was widened to 11-ft lanes with 5-ft paved shoulders. Obstructions were removed from the clear zone or accommodated appropriately.

Staff Project Actions Taken:

Project Actions Taken by CRAB Staff

I. Staff Action Spokane County – RATA Request Reduction - Brooks Rd Project #1 (3222-01)

Spokane County requested a reduction in the original RATA request for their Brooks Rd Project #1. This project received partial RATA funding in 2022 (second year of the 21-23 biennium funding cycle). The County was awarded additional STPG federal funding for this project through the Spokane Regional Transportation Council.

After reviewing updated cost estimates, the County finds that they will not need the entire originally requested RATA amount, and therefore requested to reduce the RATA amount earmarked for this project. The remaining “unused” RATA funding will return to the NE region’s apportionment total and be reassigned in the ’23-’25 biennium funding cycle.

The director forwarded a letter and a contract amendment accepting this change request.

Previous Board Actions Update:

County Road Administration Board – January 19, 2023

I. Updates on previous Board actions - Projects

- **Columbia County – Lower Hogeeye (0713-02) construction lapse extension to April 2023**
 - The project design remains approximately 70% complete. A consultant has been hired to complete the design. The overall project schedule is aiming for full design completion and advertising for construction before April 2023, which will meet our contract requirement.
- **Asotin County – Snake River Road project termination and waiver of payback**
 - Asotin County has applied for RATA funding in our current cycle ('23-'25), aiming to construct Phase 1 – a portion of the original project, as well as continue design on Phase 2. They have been approved on the 2023 STIP for the MPO to request additional federal funding to supplement potential CRAB funding. This entire project length will be conducted in four phases, scheduled to be completed within the timeline established in the waiver of payback agreement.

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)**
 - The amended contract term for the first loan was extended and is due April 2024. The 2nd loan was paid in full (\$316,379.43 including interest) – received January 4, 2023.
 - The County has been informed that expected flood reimbursement payment should be delivered to the County shortly, allowing them to repay the loan ahead of the due date.
 - Including simple interest, the single loan amount still due is now \$507,658.33

Current ELP account balance is \$2,226,752.68

RAP Regional Meetings Update:

County Road Administration Board – January 19, 2023
Regional RAP meetings update

Regional meetings were held in November 2023. Topics covered:

- Discussion of recent question: Publishing public hearing notices in alternate language(s) –
 - Title VI prohibits discrimination on the basis of race, color, or national origin in any program or activity that receives Federal Funds or other federal financial assistance.
 - Heal Act (state funds) requirements only apply for transportation projects over \$15m.
 - 6-year Plan notifications: consider your notification requirements for public hearings announcements

- Discussion of WDFW fish passage permitting requirements (recent WDFW rulemaking outreach)
 - Climate change consideration impacts (WDFW map tool), as well as other WDFW proposed rules, may result in significantly larger fish passage structures than current rules. Here is a link to the WDFW rulemaking information website:
<https://wdfw.wa.gov/species-habitats/habitat-recovery/fish-passage/rule-making>
 - At this link you can find several presentations that WDFW has prepared, as well as a recorded meeting presentation on their YouTube page.
 - Also briefly discussed maintenance culvert work, and referenced a Memorandum of Agreement between WDFW and WSDOT on one of their projects. This agreement includes processes agreed to between WDFW and WSDOT for permitting of culvert work. The link is: <https://www.wsdot.wa.gov/publications/manuals/fulltext/M31-11/agreements/WDFWWSDOTMOA.pdf>
 - Appendix B (pages 48-49) outlines the Statement of Principles in developing this WSDOT/WDFW agreement, and is worth reviewing for context in county projects.

- RAP Program Status Report
 - Reviewed RAP status report

- RAP Online updates
 - RAP Online (and CARS) are in the process of being replaced. Working with SmartSimple to build the replacement. Beta testing likely to begin early next year, and full replacement by June.

- Match adjustment for projects reaching construction in 2023/2024.
 - The current RATA balance remains high, and counties are facing increased costs for projects (among multiple other difficulties).
 - At the October CRABoard meeting, the Board approved a proposal to adjust RAP match requirements for projects reaching construction in calendar year 2023 or 2024.

- Qualifying projects will be offered additional RATA up to the original final prospectus estimate. Since projects typically require a 90%/10% RATA/match ratio, for most projects, this will increase RATA by that remaining 10%.
- If construction is phased, the final phase of construction must occur within the 2023/2024 timeframe to qualify.
- This RATA match adjustment is not expected to cover for all project cost increases, but will help counties meet these costs, while also lowering the RATA balance.

- RAP/FLAP project updates
 - Reviewed projects – including projects that may potentially qualify for the RATA match adjustment.
 - Highlighted projects that are within 6 months of design/construction/phase lapse

- Draft funding array – 2023-2025 Biennium
 - Reviewed draft funding arrays
 - All active and proposed projects must be on the county’s 6-year plan (by December 31, 2022) – if you need time to process an amendment, please contact me to discuss.
 - The draft funding array includes “Likely Funding” – there are many factors that may result in changes to these funding amounts – final array will be prepared for CRABoard consideration in April 2023.

- Emergency Loan Program status/update
 - Current fund balance is \$2.2 million

Information Services Division Report

CRAB Technology Products and Services Update



GIS-Mo

December 2022 Update

CRAB IT staff performed a major update to all 39 county GIS-Mo VUEWorks sites. CRAB IT & Engineering met following the inaugural road log certification in 2022 to document lessons learned. This update completed the effort to ensure the product changes from lessons learned were implanted so that County and CRAB Engineers could begin submitting, auditing, and certifying county road logs immediately beginning 2023.

In addition to the primary road log certification changes, the December update included high value improvements for pavement management and other user feature requests, such as, Surface Condition Layers (Previous Year, Current Year, and Most Recent Rating) for standards of good practice compliance analysis and pavement management, Pavement Management Layer to prepare for advanced module configuration in budget forecasting, and a Network Milepost Layer used for county technicians to quickly locate new and existing assets.

Contributors: Cameron Cole (GIS Manager), Donna Quach (Software Engineer), James Rea (Software Engineer), Angela Rice (IT Systems Administrator), Liana Roberson (GIS Specialist)



GIS Day Presentation

GIS Day provides an opportunity for GIS professionals to highlight and celebrate solutions that are transforming data management, customer service, decision making, and much more! It's also an opportunity for GIS professionals to highlight and celebrate their awesome work. Part of our ongoing effort to meet the strategic goal to *magnify CRAB presence and credibility* from our CRAB 2021 strategic plan.

Contributors: Liana Roberson (GIS Specialist), Cameron Cole (GIS Manager)



CARS & RAP

SmartSimple: CARS & RAP SaaS Replacement

The 2020 CRAB IT Strategic Plan identified a strategy to implement more Commercial off the Shelf (COTS) and Software as a Service (SaaS) solutions as opposed to custom software solutions. This would allow CRAB software to meet the needs of County and CRAB staff more rapidly. With both the CRAB Annual Report System (CARS) and RAP Online applications ready for overhaul, CRAB secured a grant via WSAC/E study funds to update these the FY23. Using the SaaS master contract, CRAB staff is currently underway with SmartSimple in developing a scope of work. SmartSimple is a low-code, configuration-based technology that specializes in workflow automation and will give CRAB IT the ability to self-configure as the needs of business owners change.

Contributors: Donna Quach (Software Engineer), James Rea (Software Engineer), Scott Campbell (IT Systems Security Specialist), Angela Rice (IT Systems Administrator)



Emma: Email and Marketing Campaign

Most of what CRAB does requires excellent communication. One of the strategic goals from our 2022 strategic plan is to *magnify CRAB presence and credibility*. Emma® is an email marketing tool to manage distribution lists and so much more. CRAB staff will be able to build brand consistency, target audiences, automate campaigns, and analyze outreach effectiveness, all from the Emma® platform. The Emma® project team in final stages of implementation.

Contributors: Angela Rice (IT Systems Administrator), Scott Campbell (IT Systems Security Specialist)



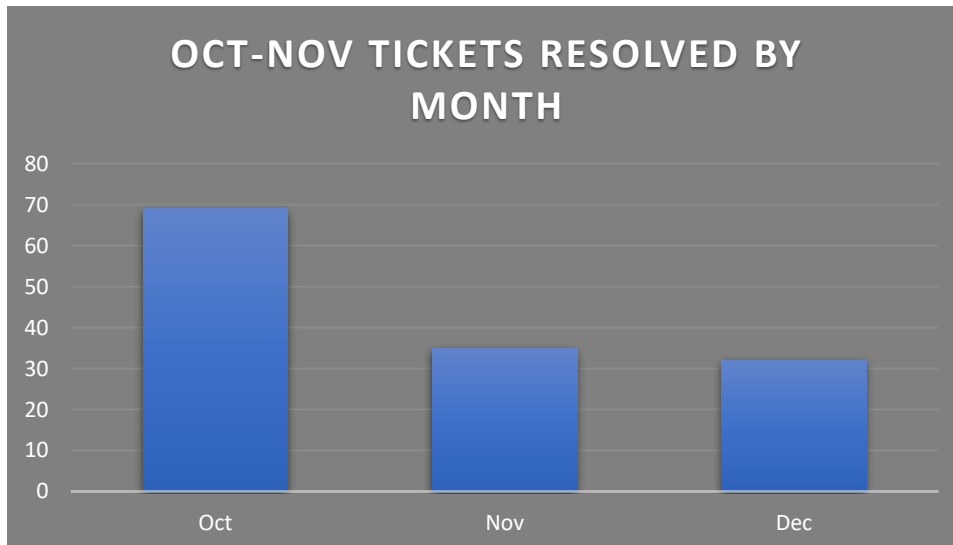
Security: Vulnerability Management

It is critical that our IT security keep pace with the constantly evolving risks and exploits faced in cybersecurity. The State Office of Cybersecurity was established to develop centralized services and functions across state agencies in 2021. CRAB IT security has been implementing all manner of cybersecurity tools in the form of threat protection, mobile device management, and vulnerability management to protect state and county data from bad actors. **CRAB IT Security has been so effective implementing these solutions that since inception of the program in September 2022, CRAB as always ranked in the top 3 of 150 agencies! In November 2022, CRAB ranked #1 of 150!**

Contributors: Scott Campbell (IT Systems Security Specialist), Angela Rice (IT Systems Administrator)

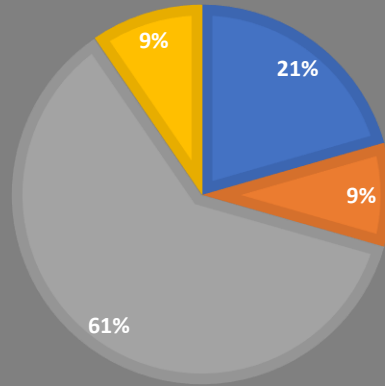
Supporting Data

Help Desk Tickets Resolved October 2022 – December 2022



OCT-NOV TICKETS RESOLVED BY CATEGORY

Operational IT Support Data Software Design Systems



IT System Uptime

2022 SYSTEM UPTIME %

