



AGENDA

County Road Administration Board
 July 28-29, 2016
 CRAB Office - Olympia Washington

Thursday
1:00 PM

1 Call to Order

2 Chair's Report

- A. Introduce New Board Member Commissioner French
- B. Board Member Re-Appointments
- C. Approve July 28-29, 2016 Agenda
- D. Approve Minutes of April 14-15, 2016 CRABoard Meeting
- E. Elect New Chair, Vice Chair, and Second Vice Chair

Info	
Info	Enclosure
Action	Enclosure
Action	Enclosure
Action	

3 Certifications - Don Zimmer and Mike Clark

- A. Resolution 2016-006 - Certify the Master Road Log
- B. Resolution 2016-007 - Certify MVFT Allocation Factors

Action	Enclosure
Action	Enclosure

4 Rural Arterial Program - Randy Hart, P.E.

- A. Program Status Report
- B. Regional Meeting Update
- C. Resolution 2016-008 - Apportion RATA Funds to Regions
- D. Project Request Actions Taken by CRAB Staff
- E. Okanogan County Request

Info	Enclosure
Info	Enclosure
Action	Enclosure
Info	Enclosure
Action	Enclosure

5 Executive Director's Report - Jay Weber

- A. Current Budget Status
- B. 2017-19 Budget Preparation
- C. Review and Adopt CRABoard By-Laws
- D. Review and Adopt Revised Organization Chart
- E. AG Opinion Addressing RAP Eligibility

Info	Enclosure
Info	
Action	Enclosure
Action	Enclosure
Info	Enclosure

RECESS 6:00 PM - Dinner at Falls Terrace

Friday
8:30 AM

6 Call to Order

7 Gary Rowe, WSACE Managing Director

Info	
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8 Deputy Director's Report - Walt Olsen, P.E.

- A. County Engineers/PWD Status
- B. County Visits Completed Since April 2016
- C. County Audits
- D. Other Deputy Director's Activities

Info	Enclosure

9 Staff Reports

- A. Intergovernmental Policy - Jeff Monsen, P.E.
- B. Compliance - Derek Pohle, P.E.

Info	Enclosure
Info	Enclosure

10 Possible Work Session

ADJOURN

Chairman's Signature: _____

Attest: _____



Washington State
Association of Counties

206 Tenth Avenue SE
Olympia, WA 98501
P: 360-753-1886
F: 360-753-2842

May 16, 2016

Jay Weber
County Road Administration Board
2404 Chandler Ct SW #240
Olympia, WA 98504

Attention: Boards & Commissions

Dear Mr. Weber:

SUBJECT: County Road Administration Board 20,000 – 125,000 pop.

The Board of Directors of the Washington State Association of Counties (WSAC) appoints the following member to the County Road Administration Board 20,000 – 125,000 pop.:

- Dale Snyder, Douglas County Commissioner

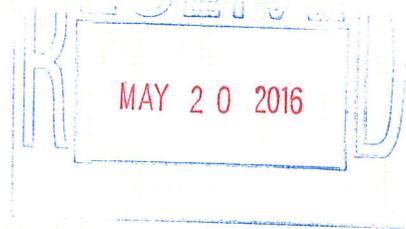
If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or danderson@wsac.org.

Sincerely,

A handwritten signature in black ink that reads "Eric B. Johnson".

Eric B. Johnson
WSAC Executive Director

- cc: Dale Snyder, Douglas County Commissioner
Jim Sizemore, Klickitat County Commissioner





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May 16, 2016

Jay Weber
County Road Administration Board
2404 Chandler Ct SW #240
Olympia, WA 98504

Attention: Boards & Commissions

SUBJECT: County Road Administration Board 20,000 – 125,000 pop.

The Board of Directors of the Washington State Association of Counties (WSAC) appoints the following County Engineer to the County Road Administration Board 20,000 – 125,000 pop.:

- Mark Storey, Whitman County Engineer

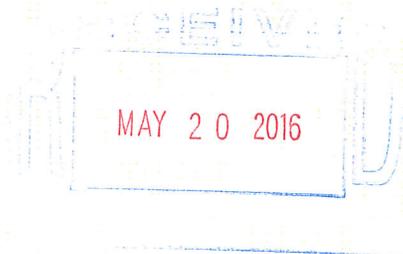
If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or danderson@wsac.org.

Sincerely,

A handwritten signature in black ink that reads "Eric Johnson".

Eric B. Johnson
WSAC Executive Director

- cc: Mark Storey, Whitman County Engineer
Jeff Tincher, Grant County Engineer





Washington State
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May 16, 2016

Jay Weber
County Road Administration Board
2404 Chandler Ct SW #240
Olympia, WA 98504

Attention: Boards & Commissions

Dear Mr. Weber:

SUBJECT: County Road Administration Board < 20,000 pop.

The Board of Directors of the Washington State Association of Counties (WSAC) appoints the following member to the County Road Administration Board < 20,000 pop.:

- Rob Coffman, Lincoln County Commissioner

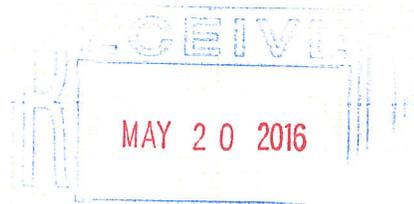
If you have any questions, please contact WSAC Communications & Member Services Director, Derek Anderson, at (360) 489-3020 or danderson@wsac.org.

Sincerely,

A handwritten signature in black ink that reads "Eric B. Johnson".

Eric B. Johnson
WSAC Executive Director

- cc: Rob Coffman, Lincoln County Commissioner
Bob Hamlin, Skamania County Commissioner



Minutes
County Road Administration Board
April 14-15, 2016
CRAB Office – Olympia, Washington

Members Present: Dale Snyder, Douglas County Commissioner, Chair
 Brian Stacy, PE, Pierce County Engineer, Vice-Chair
 Andrew Woods, PE, Columbia County Engineer, Second Vice-Chair
 Rob Coffman, Lincoln County Commissioner
 Lisa Janicki, Skagit County Commissioner
 Kathy Lambert, King County Council Member
 Bill Schulte, Lewis County Commissioner
 Mark Storey, PE, Whitman County Engineer

Member Absent: Al French, Spokane County Commissioner

Staff Present: Jay Weber, Executive Director
 Walt Olsen, PE, Deputy Director
 Steve Hillesland, Assistant Director
 Karen Pendleton, Executive Assistant
 Randy Hart, PE, Grant Programs Manager
 Derek Pohle, PE, Compliance & Data Analysis Manager
 Jeff Monsen, Intergovernmental Policy Manager
 Mike Clark, Road Systems Inventory Manager
 Rhonda Mayner, Secretary
 Bob Davis, Systems Manager
 *Bob Moorhead, PE, Maintenance Manager
 *Don Zimmer, Road Systems Inventory Manager
 *Jim Oyler, Support Specialist
 *Kathy O'Shea, Database Specialist
 *Eric Hagenlock, Chief Applications Architect

Guests: *Tim Elsea, PE, Lewis County Engineer/PWD
 *Mike Kroll, Lewis County
 *Gary Ekstedt, PE, Yakima County Engineer
 *Mitch Reister, PE, Spokane County Engineer
 *Chad Coles, PE, Spokane County Assistant Engineer
 *Cathy Wolfe, Thurston County Commissioner
 *Jon Tunheim, Thurston County Prosecutor
 *John Snaza, Thurston County Sheriff
 **Gary Rowe, WSACE Managing Director

**April 14, 2016 only*

***April 15, 2016 only*

CALL TO ORDER

Chair Snyder called the County Road Administration Board quarterly meeting to order at 9:00 am on Thursday, April 14, 2016, at the CRAB Office in Olympia.

CHAIR'S REPORT

Approve Agenda for the April 14-15, 2016 Board Meeting

Vice-Chair Stacy moved and Commissioner Coffman seconded to approve the agenda as presented. **Motion carried unanimously.**

Approve Minutes of January 21-22, 2016 Board Meeting

Commissioner Janicki noted a correction of page 4 – it states “Vice-Chair Snyder recommended...”. Chair Snyder noted that he had been the person to make the recommendation. Commissioner Janicki moved and Mr. Storey seconded to approve the minutes of the January 21-22, 2016 CRABoard meeting as amended. **Motion carried unanimously.**

Proposed Amendment to Minutes of October 29-30, 2015 Board Meeting

Chair Snyder noted a request from Robin Campbell of Thurston County to amend her testimony with the addition of the words “with modifications”. Commissioner Coffman moved and Commissioner Janicki seconded to amend the minutes of the October 29-30, 2015 CRABoard meeting as proposed. **Motion carried unanimously.**

Welcome New CRAB Staff Member

Mr. Olsen introduced Mr. Clark, who will be taking over as Road Systems Inventory Manager following Mr. Zimmer's retirement in August.

WORK SESSION/POSSIBLE EXECUTIVE SESSION

At 9:07am Chair Snyder announced to staff that they were welcome to leave during the works session if they had other things to work on.

The Board discussed the process they would like to pursue in recruiting for Executive Director Jay Weber's replacement prior to his retirement September 1, 2017.

Chair Snyder closed the work session and recessed the regular meeting at 11:25 am.

Chair Snyder reconvened the regular meeting at 1:00 pm.

He requested that all cell phones be muted and that guests please sign-in.

RURAL ARTERIAL PROGRAM – Randy Hart

Program Status Report

Mr. Hart noted that 1029 projects have been completed. Anticipated revenue to the end of the 2015-2017 biennium is \$561,828,974. RAP expenditures to date total \$518,369,224. RAP obligations remaining are \$121,666.621.

In the current RAP cycle, he reported that preliminary prospectuses for 125 projects totaling approximately \$152,000,000 have been submitted. He anticipates that roughly half of these will be submitted as final proposals, due in September 2016. Revenue available is approximately \$40,000,000.

Project Actions Taken by CRAB Staff

Mr. Hart reported that Kitsap County was granted an extension in construction lapsing to April 26, 2017 for the Glenwood Road project; Jefferson County was granted an extension in construction lapsing to March 10, 2018 for the Dosewallips Road project; and Whitman County was granted an extension in construction lapsing to March 26, 2018 for the Almota Road project.

Resolution 2016-003 – Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2016-003, which apportions the accrued amount of \$4,692,387 now credited to RATA for January through March, 2016 to the regions by the established 2015-17 biennium regional percentages after setting aside \$121,125 for administration. Second Vice-Chair Woods moved and Mr. Storey seconded to adopt Resolution 2016-003 as presented. **Motion carried unanimously.**

Resolution 2016-004 – Allocate Estimated Revenue to Projects

Mr. Hart presented Resolution 2016-004, which allocates \$8,680,200 of estimated 2015-17 fuel tax funds and turned back funds to projects in the five regions. He noted that \$1,674,912 in unallocated funds will be available to the Puget Sound and Southwest regions for 2017-2019 projects. Second Vice-Chair Woods moved and Vice-Chair Stacy seconded to adopt Resolution 2016-004 as presented. **Motion carried unanimously.**

Project Request – Lewis County

Commissioner Schulte recused himself from discussion and voting on this request.

Mr. Hart announced that Lewis County has requested that the CRABoard waive reimbursement of \$123,640.22 in expended RATA funds used for design of their withdrawn Centralia Alpha Road project. The county has used \$152,283.80 in RATA funding for design to date, and proposes to pay back the \$28,643.58 difference.

The Centralia Alpha Road project was submitted by the county on August 28, 2008, requesting \$1,000,000 in RATA funds. Total project cost at that time was listed as \$3,000,000.

In its letter dated January 11, 2016, the county withdrew the project from RATA funding, offering to pay back the entire expended RATA amount. The county cited a major increase in cost and the need to focus its federal STP fund allocation on their Highway 603 project. During discussions about this request at the January 2016 CRABoard meeting, the Board suggested the county consider seeking a waiver of payback for some of the spent RATA funds since the county had expressed commitment to building most of the project in the near future.

In a follow up letter dated February 9, 2016, the county rescinded the repayment portion of the original withdrawal letter in order to pursue a waiver of payback request. CRAB staff met with county staff on February 26, 2016 to outline conditions

and parameters for requesting a waiver of payback, again affirming the county's intent to pursue the project and retain most of the original scope at a later time. CRAB staff suggested the county clearly outline the paid RATA funds that it considered would be used for design of the future project and submit a letter with attachments requesting waiver of pay back.

The county's April 1, 2016 withdrawal and waiver of payback request letter indicates that it intends submit for RATA funding and build a project that will be shorter by 26.5%. The county lists total and RATA usable design costs on a future project, and claims that 77% of the costs would apply to a new project.

The planned project will be from milepost 10.60–11.85 and will address the area of the road where sliding is occurring. It will also realign the Senn Road and Oppelt Road intersections. Two vertical curves will be improved, there will be drainage and storm-water improvements, and guardrail and other safety features will be installed.

Staff finds the county has fulfilled the WAC requirements regarding request for waiver of payback. The county has clearly explained that increases in cost to both the Centralia Alpha Road and Highway 603 projects are such that its STP funding, which provided a major portion of the Centralia Alpha project funding, is now directed to Highway 603, thus prompting withdrawal of Centralia Alpha Road. Staff also finds both the dollar amounts and justification for those amounts are clearly described by the county in its request. Further, the county has repeatedly indicated the project will remain on its six-year construction program and plans to construct a majority of the original improvements in the near future. Staff therefore recommends approval of the waiver of payback of \$123,640.22 in expended RATA funds used for design of the withdrawn Centralia Alpha Road project, and that the county reimburse to the CRABoard the remaining \$28,643.58.

Mr. Hart introduced Mr. Elsea and Mr. Kroll, who provided further information.

Following questions and discussion, Vice-Chair Stacy moved and Commissioner Coffman seconded to approve Lewis County's request that the CRABoard waive payback of \$123,640.22 in expended RATA funds used for design of the withdrawn Centralia Alpha Road project, and that the county reimburse to the CRABoard the remaining \$28,643.58. **Motion carried unanimously, with Commissioner Schulte recused.**

Project Request – Yakima County

Mr. Hart announced that Yakima County has requested an additional construction lapsing time extension for the North Meyers Road Bridge #502 project. The project is scheduled to lapse on April 19, 2016, after the county had already received a two-year time extension to April 19, 2015, plus a CRABoard-initiated one-year extension at the April 2015 CRABoard meeting to April 19, 2016. The county requests the CRABoard take additional action to extend the lapsing date to October 31, 2016.

Since the county's extension request last year, it has made progress on securing the necessary rights of way through condemnation. However, the condemnation action was not settled until January 25, 2016, which resulted in right of way not being certified by WSDOT Local Programs until March 15. Also, in December 2015 the county was notified that due to changes in the federal funding amounts for the project, they would need to amend the STIP. This process was undertaken immediately, but was not completed at the MPO/RTPO until March 18. The county was finally notified April 12, 2016 that the amendment was approved by FHWA. This did not allow enough time to complete fund obligation and bid advertisement by the current lapsing date of April 19, 2016.

The county is requesting an additional extension in order to have flexibility in coordinating the construction on this project with the replacement of the adjacent Bridge #485. The county's original objective was to bid both projects together. Because of the condemnation action on this project, the county elected to bid the #485 project separately. At this time, the contractor on the #485 project requires access to that bridge from both ends and across the #502 bridge. Because of uncertainties in scheduling the #485 work until completion of a Test Pile program, the county is unable to identify, for potential bidders on the #502 bridge, how work on the two bridges must be coordinated. The county states that the worst case scenario could be that in-water work on the #502 project cannot be completed in the 2016 work window. In that case, the county plans to wait and advertise the project in late September/early October of this year. If the #485 contractor is able to accept an earlier start date on the #502 bridge, which would allow completion of the necessary in-water work this year, the county would bid the #502 project as soon as possible.

Staff finds that the county has diligently pursued the project, which has been tied to other projects and multiple right of way and cultural issues and has acquired the needed right of way over the last year after gaining the extension that was approved in April of 2015, making significant advances to construction; that the additional time needed to effectively coordinate two adjacent bridge construction projects warrants an additional, relatively short, extension in the lapsing date for RATA funding; and that the interest of public safety, health and general welfare is cited in WAC 136-167-040 (5) as the basis for CRABoard to grant an additional extension. This request serves that purpose.

CRAB staff therefore recommends an additional extension be granted to October 31, 2016 per WAC 136-167-040, which will allow the county to retain its RATA funding while it continues to advance the Bridge #502 project to construction.

Mr. Hart introduced Mr. Ekstedt, who provided further information to the Board.

Following questions and discussion, Second Vice-Chair Woods moved and Commissioner Janicki seconded to approve Yakima County's request for an additional construction lapsing time extension for the North Meyers Road Bridge #502 project to October 31, 2016. **Motion carried unanimously.**

Noting the time, Chair Snyder advanced the agenda. He requested than anyone wishing to testify sign in, and called for a brief recess.

PUBLIC HEARING

Chair Snyder called the public hearing on WAC 136-25 to order at 2:00 pm.

He then recessed the hearing in order to hear Spokane County's report, as Mr. Reister and Mr. Coles had a plane to catch.

Project Update - Spokane County

Mr. Hart noted that the county has pursued RATA-funded improvements on Bigelow Gulch and connecting routes since 1988. \$14,415,563 in RATA funds have been authorized for six projects, with \$1,813,591 spent to date. The spending plan for the remaining funds extends through 2021. He introduced Mr. Reister and Mr. Coles, who updated the Board on the progress of the Bigelow Gulch 4 project, which has been separated into two phases. Mr. Coles noted that they have completed their environmental review, although it is under appeal in the 9th Circuit Court; they are in the process of acquiring right-of-way; and they are largely finished with design. They hope to advertise in late fall and begin construction in November.

Chair Snyder reconvened the public hearing on WAC 136-25 at 2:18 pm.

Mr. Pohle presented staff's recommendations for WAC 136-25 Standard of Good Practice-Traffic Law Enforcement Expenditures.

Chair Snyder opened the public comment portion of the hearing at 2:15 pm.

Commissioner Wolfe expressed concerns that the adoption of WAC 136-25 could affect Thurston County negatively in regards to their eligibility for receiving a 2015 Certificate of Good Practice. Chair Snyder assured her that this was not the case.

Mr. Tunheim stated that the county believes that law enforcement activities extend "beyond the side of the road", and diverted funds should be allowed for those activities. Commissioner Schulte stated that the primary purpose of road fund dollars is to maintain roads. Mr. Weber noted that the activities Thurston County has been funding are constitutionally legal, but eliminate the county's eligibility for RAP funding.

Sheriff Snaza expressed the thanks of the state sheriffs for allowing them to have input in the WAC development process.

Mr. Snyder noted a letter from the Washington State Association of Counties that was received this morning. Commissioner Janicki moved to accept the letter into testimony even though it arrived well past the deadline for written comments, and Council Member Lambert seconded. **Motion passed unanimously.**

Chair Snyder closed the public comment portion of the hearing at 2:40 pm, and opened the floor to Board discussion.

Following discussion and questions, Commissioner Schulte moved and Mr. Storey seconded to adopt WAC 136-25 Standard of Good Practice-Traffic Law Enforcement Expenditures as presented. **Motion passed unanimously.**

Mr. Pohle presented staff's recommendations for WAC 136-150-022 Ascertaining the expenditures for traffic law enforcement. He noted that this is an update to language in current statute to tie back to the new Standard of Good Practice.

Second Vice-Chair Woods moved and Commissioner Janicki seconded to adopt WAC 136-25 Standard of Good Practice-Traffic Law Enforcement Expenditures as presented. **Motion passed unanimously.**

The Board directed staff to prepare two letters, one in answer to Thurston County's concerns and another thanking the WSAC executive board for their comments, and present them during the meeting on Friday.

Chair Snyder closed the public hearing at 3:01 pm and called for a brief recess.

DIRECTOR'S REPORT – Jay Weber

CRABoard Positions

Mr. Weber reported that on April 18, 2016 he will be sending a letter to WSAC President Stephanie Wright notifying her of the expiration in June 2016 of the terms of Commissioner Snyder, Commissioner Coffman, and County Engineer Storey. He noted that all three are eligible for reappointment by WSAC.

WSACE County Engineer of the Year Nominations

Mr. Weber reported that nomination forms for the WSACE Engineer of the Year have been sent out. The application deadline is May 12, 2016.

WSACE Project-Program Manager Award Nominations

Mr. Weber reported that nomination forms for the WSACE Project-Program Manager Award have been sent out. The application deadline is May 12, 2016.

Audit

Mr. Weber reported that the exit interview covering the recent CRAB office audit will be held in the CRAB offices Wednesday, April 20. There were no findings, and staff will report the results of the audit to the Board at the July 2016 meeting.

Current Budget

Mr. Weber reviewed CRAB's current budget status, noting that there are minor variances in some areas but the agency is well on track to finish the fiscal year on budget.

2015-17 Supplemental Budget

Mr. Weber reported that the legislature appropriated \$9,000,000 to the RATA account in the supplemental transportation budget.

Chair Snyder noted that this will be Mr. Hillesland and Mr. Moorhead's last regular Board meeting, as they are retiring from CRAB staff this month and in May, respectively. He thanked them for their years of service, and cake was served.

MAINTENANCE MANAGEMENT REPORT

Mr. Moorhead noted meetings with the following counties since the January 2016 CRABoard meeting, as well as future commitments:

- March 7: Snohomish County RAP Prospectus Site Reviews
- March 8: San Juan County RAP Prospectus Site Reviews
- March 9: Whatcom & Skagit Counties RAP Site Prospectus Reviews
- March 10: Island County RAP Prospectus Site Reviews
- March 14: Cowlitz County RAP Project File & Field Review
- March 16: Walla Walla County RAP Project File & Field Review
- March 22: Pierce County RAP Prospectus Site Reviews
- April 5: Skamania County RAP Project File & Field Reviews
- April 8: Wahkiakum County RAP Project Field Review
- April 21: Clallam and Jefferson Counties RAP Prospectus Site Reviews
- April 22: Kitsap County RAP Prospectus Site Reviews

Other meetings attended/to be attended by Mr. Moorhead include:

- March 2: APWA History Committee Meeting, Issaquah
- March 15: Enhanced Gravel Road Treatments Workshop, Redmond, OR
- March 17: WSACE Eastern District Roundtable Meeting, Ritzville
- March 24: WSACE Western District Roundtable Meeting, Olympia
- April 5-8: Washington State Chapter APWA Spring Conference, Vancouver
- April 20: Eastern WA Association of County Road Supervisors, Moses Lake
- April 24-26: Volunteer at NACE National Convention, Tacoma

He noted that the Gravel Roads Study authorized by the CRABoard in April 2015 has been completed, and distributed draft copies to the Board. It will be posted on the CRAB web site in early May.

He presented a summary of CRAB training held since the January 2016 CRABoard meeting.

COMPLIANCE REPORT

Standards of Good Practice:

Mr. Pohle reported on county compliance in required submittals of Road Levy Certification, Traffic Law Enforcement Certification, Certification of Expenses for Fish

Passage Barrier Removal, Annual Construction Report, CAPP Report, Bridge Inspections, and Annual Certification. All 39 counties submitted their electronic filings in a timely manner.

He noted that some counties have yet to update their Bridge and Inspection Reports to contain the statutory minimum requirements, and that several counties are inconsistent in documenting their County Forces Construction projects on the Annual Construction Report. Staff is working with the counties on these issues.

County Audits:

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

Mr. Pohle summarized his recent activities.

RESOLUTION 2016-005 ANNUAL CERTIFICATION – Jay Weber

Mr. Weber announced that as required by RCW 36.78.090 and RCW 36.78.100, and pursuant to WAC 136-04-010 through WAC 136-04-060, he is submitting to the County Road Administration Board his report of his review of the annual certifications submitted by the counties for the calendar year 2015. Each year, these certifications provide information to this agency which touches upon three main areas: Management and Administration; Document Submittal, which includes such items as road levy certification, road log updates, construction reports, etc.; and Operations. From receipt of this information, staff is able to determine the level of compliance with applicable laws and Standards of Good Practice achieved by the counties of the State of Washington, and it is upon demonstrated compliance with these laws and standards which continued receipt of the fuel tax distribution depends.

Mr. Weber concluded that he is pleased to be able to report to the Board that all of the 39 reporting counties have demonstrated reasonable and substantial compliance with all applicable laws and Standards of Good Practice. He therefore recommended approval of Resolution 2016-005 stating the issuance of Certificates of Good Practice to the 39 counties.

Commissioner Schulte moved and Council Member Lambert seconded to approve Resolution 2016-005, issuing Certificates of Good Practice to all 39 counties.

Motion carried unanimously.

Chair Snyder recessed the meeting at 4:02 pm on Thursday, April 14, 2016. The meeting will resume Friday, April 15, 2016 at 8:30 am.

Friday, April 15, 2016

CALL TO ORDER

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on April 15, 2016.

WSACE MANAGING DIRECTOR'S REPORT

Mr. Rowe noted that there was little action on bills of note during the recent special legislative session. He is working on a more equitable distribution of certain federal funds between the state and local agencies. He reported that the Association is working on a freight component of their Metrics site, identifying short span bridges throughout the state, streamlining fiscal reporting, and improving the HPA process.

He spoke briefly about the upcoming National Association of County Engineers National Conference to be held April 24-28 in Tacoma, and the Washington State Association of Counties Annual Conference to be held June 20-22 at Sun Mountain Resort. He thanked Mr. Hillesland and Mr. Moorhead for their assistance to WSACE over the years.

INTERGOVERNMENTAL POLICY UPDATE – Jeff Monsen

Mr. Monsen summarized his recent meetings and activities.

He noted that the March 2016 update to the County Engineers' and Public Works Directors' Desk Manual was released last week.

He reported that customized County Engineers' Training was presented February 3-4 in Asotin County with three participants. Customized training is scheduled for Pierce County on May 25-26, with approximately 20 participants expected. The semi-annual three-day training is scheduled for May 17-19 at CRAB, with nine participants currently signed up representing five counties.

He presented a chart showing the amounts counties receive from Motor Vehicle Fuel Tax revenues, Motor Vehicle Account Transport funds, and Multi-Modal funds.

DEPUTY DIRECTOR'S REPORT – Walt Olsen

County Engineers/Public Works Directors

Mr. Olsen noted that there have been no changes in the status of County Engineers and Public Works Directors since January 2016.

County Visits completed since January 2016

- Pacific County
- Thurston County (2)

Numerous contacts with County Engineers took place in other venues.

County Audit Reports reviewed since January 2016

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

CRAB has reviewed nine audit reports representing seven counties since the January 2016 board meeting. Two audits contained a total of two findings issued and none involved County Road Funds in any form. Any audit with Finding Report in bold print revealed substantive findings involving County Road Funds.

2014-2015 Audits

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1016024	Pierce County	Accountability	01/01/2014 to 12/31/2014	3/31/2016	0		0	
1016417	Pierce County	Fraud	01/01/2014 to 05/11/2015	3/31/2016	1	N	0	
1016419	King County	Accountability	07/01/2014 to 06/30/2015	3/31/2016	0		2	NCR
1016188	Franklin County	Accountability	01/01/2014 to 12/31/2014	3/7/2016	0		0	
1016217	Walla Walla County	Accountability	01/01/2014 to 12/31/2014	3/7/2016	0		0	
1016115	Spokane County	Accountability	01/01/2014 to 12/31/2014	2/11/2016	0		0	
1016109	Kittitas County	Accountability	01/01/2014 to 12/31/2014	2/4/2016	1	N	0	
1015831	Snohomish County	Accountability	07/01/2014 to 06/30/2015	2/1/2016	0		0	
1016108	Yakima County	Accountability	01/01/2014 to 12/31/2014	1/28/2016	0		0	

Other Activities and Visits since January 2016

Mr. Olsen reported on his other activities.

Chair Snyder called for a brief recess.

INFORMATION SERVICES UPDATE – Steve Hillesland

Mr. Hillesland reported on the webitizing of the annual forms required by CRAB. He also spoke about the rate of IT staff feedback completion by product. He noted that Jim Ayres will be on a panel concerning UAV use by counties at the upcoming NACE Conference in Tacoma.

Other Business

Mr. Olsen presented a draft letter written on behalf of the Board in response to Thurston County's concerns regarding adoption of WAC 136-25, and its possible effect on the county's eligibility for present and future Certificates of Good Practice.

Mr. Woods moved to authorize Chair Snyder to sign the letter on behalf of the entire Board and Commissioner Schulte seconded. **Motion passed unanimously.**

Chair Snyder presented two draft versions of a letter in response to the WSAC Board of Directors' written public comment. The Board chose one version. Following discussion, Commissioner Schulte moved to accept the letter as amended and Commissioner Janicki seconded. **Motion passed unanimously.**

Mr. Weber addressed the issue raised by Thurston County as to the lack of an Attorney General's opinion on WAC 136-25. He proposed seeking an AGO opinion on three issues: prosecutorial activities, coroner's activities, and indigent defense activities; and whether those items fall under the definition of Road Funds. The Board directed Mr. Weber to move forward with the request.

Chair Snyder adjourned the meeting at 10:36 am.

Chairman's Signature: _____

Attest: _____

RESOLUTION 2016-006

**CERTIFYING THE MASTER COUNTY ROAD LOG
AS OF JANUARY 1, 2016**

WHEREAS, Chapter 120, Laws of 1985, Regular Session, Section 1 (2) and WAC 136-60, as originally adopted by the County Road Administration Board on November 12, 1986, and last revised on January 16, 2003, provides for the maintenance and updating of the County Road Log; and

WHEREAS, CRAB staff provides estimated revenues for both the Motor Vehicle Fuel Tax and the County Arterial Preservation Program to the several counties upon adoption of the County Road Log by the CRABoard at their August meeting, so the counties can start their budget process in a timely manner.

WHEREAS, all counties have submitted their County Road Log updates, which substantially reflect their road systems as of January 1, 2016; and

WHEREAS, CRAB staff has reviewed each county's update and finds them to be in substantial compliance with all statutory and administrative code requirements;

NOW, THEREFORE, BE IT RESOLVED that the master County Road Log for all counties reflecting the county road system as of January 1, 2016 be certified as the provisional official County Road Log, and

Adopted by the CRABoard on July 28, 2016 during its regular meeting held in Olympia, Washington.

Chairman

Attest

TABLE "F"
COUNTY ROAD MILEAGE CERTIFIED JAN. 1, 2016

COUNTY	URBAN ROADS			RURAL ROADS			SYSTEM CENTERLINE	PAVED ARTERIAL	PAVED ARTERIAL	UNPAVED
	ACCESS	ARTERIAL	TOTAL	ACCESS	ARTERIAL	TOTAL	TOTAL	C/L MILES	LANE-MILES	C/L MILES
Adams	10.679	3.726	14.405	1,094.218	665.838	1,760.056	1,774.461	547.558	1,091.896	1,125.089
Asotin	59.904	20.569	80.473	166.447	152.325	318.772	399.245	100.304	203.251	231.960
Benton	125.318	52.435	177.753	391.932	290.070	682.002	859.755	297.211	594.422	254.450
Chelan	56.995	29.545	86.540	357.040	209.965	567.005	653.545	239.230	479.240	123.220
Clallam	82.980	16.550	99.530	271.890	118.970	390.860	490.390	135.330	269.880	3.150
Clark	415.160	149.560	564.720	281.220	273.210	554.430	1,119.150	422.770	911.015	11.870
Columbia	0.000	0.000	0.000	271.678	229.167	500.845	500.845	141.410	282.820	354.096
Cowlitz	46.320	24.140	70.460	259.512	197.170	456.682	527.142	221.310	442.670	6.870
Douglas	61.287	37.650	98.937	1,139.444	400.310	1,539.754	1,638.691	296.490	599.410	1,198.667
Ferry	0.000	0.000	0.000	505.020	232.320	737.340	737.340	177.625	355.628	535.815
Franklin	14.640	11.880	26.520	610.090	336.930	947.020	973.540	343.330	685.190	394.840
Garfield	0.000	0.000	0.000	234.077	213.026	447.103	447.103	123.576	247.152	317.780
Grant	63.990	32.164	96.154	1,535.885	874.845	2,410.730	2,506.884	829.970	1,667.636	1,041.611
Grays Harbor	33.685	22.283	55.968	265.158	242.644	507.802	563.770	259.643	519.247	37.783
Island	96.130	35.015	131.145	272.254	179.926	452.180	583.325	214.941	430.610	5.060
Jefferson	5.136	0.000	5.136	254.989	138.475	393.464	398.600	130.335	261.300	73.113
King	630.932	207.559	838.491	387.603	242.499	630.102	1,468.593	450.058	939.936	51.033
Kitsap	412.308	167.635	579.943	195.469	140.085	335.554	915.497	307.720	622.270	8.901
Kittitas	9.976	11.997	21.973	243.643	296.375	540.018	561.991	304.562	609.849	63.830
Klickitat	0.000	0.000	0.000	695.629	384.490	1,080.119	1,080.119	366.050	731.240	517.516
Lewis	36.156	22.634	58.790	718.046	266.135	984.181	1,042.971	286.736	574.188	42.182
Lincoln	0.000	0.000	0.000	1,338.937	658.430	1,997.367	1,997.367	384.740	769.480	1,541.410
Mason	27.743	9.556	37.299	316.186	263.355	579.541	616.840	267.131	534.462	43.243
Okanogan	7.132	2.802	9.934	838.154	490.543	1,328.697	1,338.631	418.526	837.052	661.761
Pacific	0.000	0.000	0.000	216.856	130.305	347.161	347.161	120.005	240.400	45.815
Pend Oreille	0.000	0.000	0.000	380.423	180.856	561.279	561.279	167.490	334.980	265.609
Pierce	634.511	419.965	1,054.476	250.770	250.410	501.180	1,555.656	670.375	1,417.550	17.870
San Juan	0.000	0.000	0.000	184.000	86.802	270.802	270.802	86.802	173.604	45.837
Skagit	71.332	36.918	108.250	373.560	319.040	692.600	800.850	355.958	712.806	40.157
Skamania	0.000	0.000	0.000	148.838	90.449	239.287	239.287	90.449	181.369	28.753
Snohomish	627.464	183.951	811.415	460.374	311.715	772.089	1,583.504	492.606	1,012.401	11.615
Spokane	288.681	126.250	414.931	1,447.557	664.390	2,111.947	2,526.878	719.380	1,479.080	1,142.061
Stevens	0.000	0.000	0.000	928.382	560.605	1,488.987	1,488.987	468.405	936.840	824.245
Thurston	335.629	107.001	442.630	351.881	230.401	582.282	1,024.912	337.402	689.902	22.425
Wahkiakum	0.000	0.000	0.000	56.489	81.819	138.308	138.308	78.311	156.622	12.718
Walla Walla	44.561	35.887	80.448	455.016	423.554	878.570	959.018	414.473	829.782	368.000
Whatcom	124.520	69.980	194.500	455.750	288.300	744.050	938.550	358.280	719.400	30.840
Whitman	0.000	0.000	0.000	1,282.679	614.511	1,897.190	1,897.190	418.351	836.702	1,459.149
Yakima	120.940	101.610	222.550	774.070	646.890	1,420.960	1,643.510	726.660	1,469.420	539.462
Statewide	4,444.109	1,939.262	6,383.371	20,411.166	12,377.150	32,788.316	39,171.687	12,771.503	25,850.702	13,499.806
Eastern	864.103	466.515	1,330.618	14,690.321	8,525.440	23,215.761	24,546.379	7,485.341	15,041.070	12,960.571
Western	3,580.006	1,472.747	5,052.753	5,720.845	3,851.710	9,572.555	14,625.308	5,286.162	10,809.632	539.235

COUNTY ARTERIAL PRESERVATION PROGRAM

2017 CAPP ALLOCATION FACTORS

ESTIMATED 2017 REVENUES

June 2016 WSDOT Revenue Forecast

		C A P A F U N D S *				MVA FUNDS	Grand Total
		\$15,219,095	+ \$1,500,000	+ \$410,250	= \$17,129,345	+ \$5,000,000	= \$22,129,345
COUNTY	2017 Allocation Percent	Original CAPA FUNDS	Trans. Partnership Account	Additional CAPP Capital	CAPA TOTAL	Motor Vehicle Account	TOTAL For 2017
Adams	4.224	\$642,832	\$63,358	\$17,328	\$723,519	\$211,193	\$934,711
Asotin	0.786	\$119,660	\$11,794	\$3,226	\$134,679	\$39,312	\$173,992
Benton	2.299	\$349,954	\$34,492	\$9,433	\$393,879	\$114,972	\$508,852
Chelan	1.854	\$282,143	\$27,808	\$7,606	\$317,557	\$92,694	\$410,251
Clallam	1.044	\$158,887	\$15,660	\$4,283	\$178,829	\$52,200	\$231,029
Clark	3.524	\$536,342	\$52,862	\$14,458	\$603,662	\$176,207	\$779,869
Columbia	1.094	\$166,505	\$16,411	\$4,488	\$187,404	\$54,703	\$242,106
Cowlitz	1.712	\$260,613	\$25,686	\$7,025	\$293,325	\$85,620	\$378,945
Douglas	2.319	\$352,891	\$34,781	\$9,513	\$397,185	\$115,937	\$513,121
Ferry	1.376	\$209,369	\$20,635	\$5,644	\$235,648	\$68,785	\$304,433
Franklin	2.651	\$403,392	\$39,758	\$10,874	\$454,025	\$132,528	\$586,553
Garfield	0.956	\$145,506	\$14,341	\$3,922	\$163,769	\$47,804	\$211,573
Grant	6.451	\$981,788	\$96,765	\$26,465	\$1,105,019	\$322,551	\$1,427,570
Grays Harbor	2.009	\$305,697	\$30,130	\$8,240	\$344,067	\$100,432	\$444,498
Island	1.666	\$253,513	\$24,986	\$6,834	\$285,333	\$83,288	\$368,621
Jefferson	1.011	\$153,835	\$15,162	\$4,147	\$173,144	\$50,540	\$223,684
King	3.636	\$553,369	\$54,540	\$14,917	\$622,826	\$181,801	\$804,627
Kitsap	2.407	\$366,349	\$36,108	\$9,875	\$412,332	\$120,358	\$532,691
Kittitas	2.359	\$359,037	\$35,387	\$9,678	\$404,102	\$117,956	\$522,058
Klickitat	2.829	\$430,503	\$42,431	\$11,605	\$484,539	\$141,435	\$625,974
Lewis	2.221	\$338,042	\$33,318	\$9,112	\$380,472	\$111,058	\$491,530
Lincoln	2.977	\$453,016	\$44,649	\$12,212	\$509,877	\$148,832	\$658,709
Mason	2.067	\$314,654	\$31,012	\$8,482	\$354,148	\$103,375	\$457,523
Okanogan	3.238	\$492,798	\$48,570	\$13,284	\$554,652	\$161,901	\$716,554
Pacific	0.930	\$141,531	\$13,949	\$3,815	\$159,295	\$46,498	\$205,793
Pend Oreille	1.296	\$197,213	\$19,437	\$5,316	\$221,966	\$64,791	\$286,758
Pierce	5.484	\$834,555	\$82,254	\$22,496	\$939,305	\$274,180	\$1,213,486
San Juan	0.672	\$102,206	\$10,073	\$2,755	\$115,035	\$33,578	\$148,613
Skagit	2.757	\$419,651	\$41,361	\$11,312	\$472,324	\$137,870	\$610,193
Skamania	0.702	\$106,777	\$10,524	\$2,878	\$120,180	\$35,080	\$155,260
Snohomish	3.916	\$596,031	\$58,745	\$16,067	\$670,843	\$195,817	\$866,660
Spokane	5.722	\$870,779	\$85,824	\$23,473	\$980,077	\$286,081	\$1,266,158
Stevens	3.624	\$551,546	\$54,361	\$14,868	\$620,774	\$181,202	\$801,977
Thurston	2.669	\$406,166	\$40,032	\$10,949	\$457,147	\$133,440	\$590,587
Wahkiakum	0.606	\$92,208	\$9,088	\$2,486	\$103,782	\$30,294	\$134,075
Walla Walla	3.210	\$488,518	\$48,149	\$13,169	\$549,835	\$160,495	\$710,330
Whatcom	2.783	\$423,533	\$41,744	\$11,417	\$476,693	\$139,145	\$615,838
Whitman	3.237	\$492,592	\$48,550	\$13,278	\$554,420	\$161,834	\$716,254
Yakima	5.684	\$865,092	\$85,264	\$23,320	\$973,676	\$284,213	\$1,257,889
TOTAL	100.000	\$15,219,095	\$1,500,000	\$410,250	\$17,129,345	\$4,715,787	\$22,129,345

* The \$410,250 reflects the first half 2017 calendar year revenue. Second half calendar year 2017 revenue is dependent on Legislative action.

RESOLUTION 2016-007

REGARDING ROADWAY CATEGORIES AND UNIT COSTS FOR THE 2016 AND 2017 COUNTY FUEL TAX DISTRIBUTION (Revenue forecast based upon 2016 Legislative action)

WHEREAS, RCW 46.68.124(2) makes the CRABoard responsible for (1) establishing a uniform system of roadway categories for both maintenance and construction, (2) establishing a single state-wide cost per mile for each roadway category, and (3) verifying and approving all changes, corrections, and deletions to the County Road Log; and

WHEREAS, the roadway categories established by the Secretary of Transportation in 1983 with the advice and assistance of the CRABoard and in cooperation with the Washington State Association of County Engineers were reaffirmed by the CRABoard for the 2002-2003 update on July 19, 2001, and are included here as Attachment A; and

WHEREAS, the roadway category mileages are derived from the County Road Log as maintained and approved by the CRABoard as of July 1 of each odd-numbered year; and

WHEREAS, each of the several counties have submitted updates to their County Road Log, and the CRABoard has certified the official County Road Log as of January 1, 2016 by Resolution 2016-006 Adopted July 28, 2016; and

WHEREAS, based on the updated county Road Log, staff has calculated the single statewide unit costs for both maintenance and reconstruction for each roadway category based on the costs contained within the Road Jurisdiction Study; Phase II, completed in 1988.

NOW, THEREFORE, BE IT RESOLVED that for purposes of determining each county's fuel tax distribution factor for calendar year 2016 and 2017:

1. that the roadway categories and associated unit costs as shown in Attachment A for computing maintenance and reconstruction costs within the statutory fuel tax allocation formula be used, and
2. that the roadway category mileages for each county derived from the County Road Log certified as of January 1, 2016 as shown in Attachment A shall be used for the computation of the fuel tax allocation factors.

Adopted by the CRABoard on July 28, 2016 during its regular meeting held in Olympia, Washington.

Chairman

Attest

**ESTIMATED 2017 REVENUES
MOTOR VEHICLE FUEL TAX**

June 2016 OFM Revenue Forecast
County Road Log Certified January 1, 2016

\$145,849,100

COUNTY	2017 Allocation	
	Percent	Revenue
Adams	2.8739	\$4,191,557
Asotin	1.1140	\$1,624,759
Benton	2.2626	\$3,299,982
Chelan	1.6072	\$2,344,087
Clallam	1.4139	\$2,062,160
Clark	4.3369	\$6,325,330
Columbia	1.0053	\$1,466,221
Cowlitz	1.5296	\$2,230,908
Douglas	2.5338	\$3,695,524
Ferry	1.2105	\$1,765,503
Franklin	1.9769	\$2,883,291
Garfield	0.8844	\$1,289,889
Grant	4.4105	\$6,432,675
Grays Harbor	1.6981	\$2,476,664
Island	1.5766	\$2,299,457
Jefferson	0.9764	\$1,424,071
King	8.5176	\$12,422,843
Kitsap	3.6583	\$5,335,598
Kittitas	1.3825	\$2,016,364
Klickitat	1.8440	\$2,689,457
Lewis	2.2577	\$3,292,835
Lincoln	2.9756	\$4,339,886
Mason	1.5805	\$2,305,145
Okanogan	2.3287	\$3,396,388
Pacific	0.9175	\$1,338,165
Pend Oreille	1.1442	\$1,668,805
Pierce	7.3768	\$10,758,996
San Juan	0.5916	\$862,843
Skagit	2.2479	\$3,278,542
Skamania	0.5923	\$863,864
Snohomish	6.3909	\$9,321,070
Spokane	6.0917	\$8,884,690
Stevens	2.5709	\$3,749,635
Thurston	3.5746	\$5,213,522
Wahkiakum	0.5912	\$862,261
Walla Walla	2.0262	\$2,955,194
Whatcom	2.8422	\$4,145,323
Whitman	2.9203	\$4,259,231
Yakima	4.1662	\$6,076,365
TOTAL	100.0000	\$145,849,100

Attachment A

CRABoard Resolution 2016-007 - July 28, 2016

**MAINTENANCE AND RECONSTRUCTION CATEGORIES AND UNIT COSTS
FOR 2016 - 2017 COUNTY FUEL TAX ALLOCATIONS**

Categories from 1983 Cost Factor Study, for Road Log Certified 1/1/2016

Costs are in 1988 dollars, based on Road Jurisdiction Study cost factors

Maintenance and Reconstruction Cost Adjustments from WSDOT RF1506, Implicit Price Deflator - 1.4816825%

MAINTENANCE PER CENTERLINE MILE

Maintenance Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars	2015 Dollars
					Unit Cost (\$/Mile)	Unit Cost (\$/Mile)
M - 1	R	All	Unimproved	All	737	1,092
M - 2	R	All	Graded	All	1,546	2,291
M - 3	R	Access	Gravel	All	5,664	8,392
M - 4	R	Arterial	Gravel	All	7,753	11,487
M - 5	R	Access	BST	All	8,681	12,862
M - 6	R	Arterial	BST	All	10,492	15,546
M - 7	R	Access	Paved	All	11,399	16,890
M - 8	R	Arterial	Paved	All	14,406	21,345
M - 9	U	Access	BST & Less	All	9,581	14,196
M - 10	U	Arterial	BST & Less	All	21,570	31,960
M - 11	U	Access	Paved	All	12,933	19,163
M - 12	U	Arterial	Paved	< 5,000	28,989	42,952
M - 13	U	Arterial	Paved	5,000 +	51,103	75,718

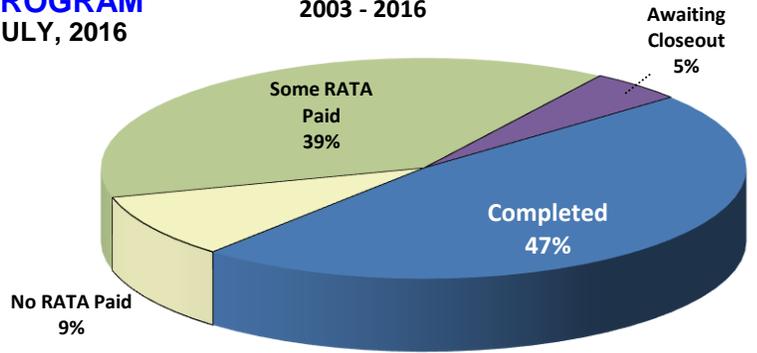
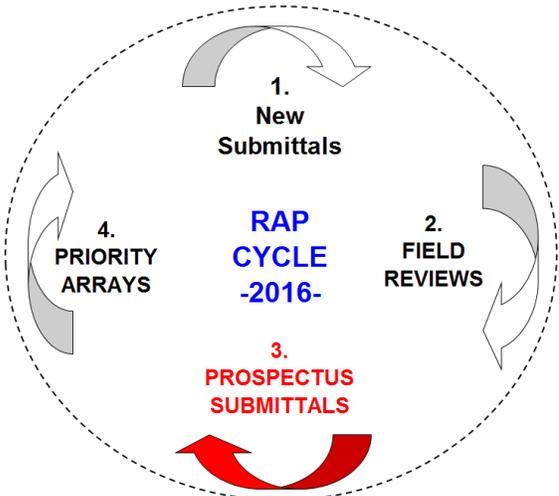
RECONSTRUCTION \ REPLACEMENT PER CENTERLINE MILE

Replacement Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars	2015 Dollars
					Unit Cost (\$/Mile)	Unit Cost (\$/Mile)
R - 1	R	Access	Unpaved	All	239,766	355,257
R - 2	R	Access	BST	All	278,368	412,453
R - 3	R	Access	Paved	All	278,526	412,687
R - 4	R	Min Coll	BST & Less	All	402,577	596,491
R - 5	R	Min Coll	Paved	All	392,985	582,279
R - 6	R	Arterial	BST & Less	All	385,983	571,904
R - 7	R	Arterial	Paved	All	364,100	539,481
R - 8	U	Access	BST & Less	All	618,582	916,542
R - 9	U	Access	Paved	All	621,640	921,073
R - 10	U	Collector	BST & Less	All	667,000	988,282
R - 11	U	Collector	Paved	All	671,897	995,538
R - 12	U	Min Art	BST & Less	All	893,918	1,324,503
R - 13	U	Min Art	Paved	All	927,474	1,374,222
R - 14	U	Arterial	BST & Less	All	1,346,095	1,994,485
R - 15	U	Arterial	Paved	All	1,577,968	2,338,048

**These are costs per centerline mile for reconstruction of existing road to current standards
Does not include Right-of-way, multi-modal, and environmental mitigation costs**

RURAL ARTERIAL PROGRAM JULY, 2016

Projects Funded
2003 - 2016



PROJECT STATUS:

Billing Phase	'83-'03	'03-'05	'05-'07	'07-'09	(Two Biennia) '09-'13	'13-'15	Current '15-'17	TOTAL
Completed	886	43	26	38	24	12	1	1030
Awaiting Closeout		1		2	4	3		10
Some RATA paid	1		2	4	13	36	27	83
No RATA Paid						1	19	20
TOTAL	887	44	28	44	41	52	47	1143

FUND STATUS:

Anticipated Revenue to end of '15 - '17 Biennium:

Fuel tax receipts and interest through June, 2015	522,051,074
Estimated fuel tax receipts, interest and MVA Transfers July 2015 thru June 2017	39,777,900
Total estimated revenue	561,828,974

RAP Expenditures to date:

To Completed Projects	480,541,168
To Projects in Design or Under Construction	31,788,931
Administration	10,329,303
Total RATA spent	522,659,402

RAP Obligations:

RATA Balance on Active Projects	104,560,268
RATA \$ yet to allocate to Partially funded projects -	26,110,389
Requests for reimbursement - pending	34,669
Estimated remaining administration through 2015- 2017 biennium	520,000
Total RATA obligated	131,225,326

QTR 2 - 2016 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
April	\$18,426,814.15	\$1,585,359.28	\$11,905.37	(489,564.31)	21	(40,685.64)	\$19,493,828.85
May	\$19,493,828.85	\$1,665,262.10	\$14,019.67	(1,847,433.26)	27	(40,145.11)	\$19,285,532.25
June	\$19,285,532.25	\$1,708,416.02	\$19,519.33	(834,778.91)	33	(40,199.12)	\$20,138,489.57
TOTALS:		\$4,959,037.40	\$45,444.37	(3,171,776.48)	81	(121,029.87)	

County Road Administration Board – July 28, 2016
Regional RAP meetings update

Regional meetings were held in June, 2016, in the NE, NW, SE and SW Regions. A PS Region meeting is scheduled for August 9, 2016 at King County Public Works.

Four of CRAB staff conducted visual ratings of all proposals through June. The scores have been mailed out to the counties. These were discussed at all regional meetings. Counties were reminded that Final Prospectuses are due to CRAB by September 1, 2016.

Staff reviewed the various funding sources available through RATA, CAPA, MVA, and Multi-Modal accounts per the 2015 and 2016 legislation.

Many counties, representing all 5 regions, have submitted Federal Land Access Program (FLAP) projects (22 million available for 2019 -2021 construction) to FHWA. The status of these proposals as well as existing RAP projects was discussed at the regional meetings.

CRAB staff provided an overview of:

- Final prospectus submittal process in RAP Online.
- Standards of Good Practice compliance issues.
- Recent WAC revisions (Traffic Law Enforcement and Marine Navigation and Moorage Expenditures).
- Web based form submittals.

NW Region – June 8:

- The NW Region counties submitted 17-2R and 5-3R (rehabilitation) preliminary proposals as these are more flexible and easy to fund in this region. The region proposed to review the intersection and drainage structure type projects for possible inclusion during the 2019 – 2021 call for projects.

•

SW Region – June 9:

- The SW Region counties submitted 6-2R and 18-3R, 3-RC and 8-DR preliminary proposals. The region has been satisfied with these project types over the last two funding cycles and have no intension of submitting intersection or projects.

•

SE Region – June 29:

- The SE Region counties submitted 5-2R, 6-3R, 9-RC, 3-DR, 3-FA bridge and 3-SA bridge projects as preliminary proposals. The region is satisfied with the rating criteria currently in place. Since so many types of projects were submitted, they will wait to see how they compete

NE Region - June 30:

- The NE Region counties submitted 11-2R, 16-3R, 6-RC, and 1-FA bridge replacement project as preliminary proposals. Though short span bridges and drainage structures are now eligible, there were no submittals for this call. Potential changes to the project types and rating methods will be discussed during the next year.

Codes for project types:

2R – Paving projects

3R – Rehabilitation Project, improving road to safety standards

RC – Reconstruction Project. Significant realignment of the existing road

DR – Culvert replacement project

FA – Federally funded bridge replacement project

SA – Locally funded bridge replacement project

**RESOLUTION 2016-008
 APPORTION RATA FUNDS TO REGIONS**

WHEREAS RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and

WHEREAS RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and

WHEREAS the CRABoard established regional apportionment percentages for the 2015 - 2017 biennium at its meeting of July 16, 2015; and

WHEREAS RCW 36.79.050 states that the apportionment percentages shall be used once each calendar quarter by the board to apportion funds credited to the rural arterial trust; and

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

NOW THEREFORE, BE IT RESOLVED that the accrued amount of \$5,032,816 deposited to the RATA for April, May and June, 2016 be apportioned to the regions by their 2015 - 2017 biennium regional percentages after setting aside \$121,125 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2015 - 2017)</u>	<u>PRIOR PROGRAM (1983 - 2015)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		121,125	444,125	10,988,815	11,432,940
NORTHEAST	43.77%	2,149,847	7,804,125	218,444,246	226,248,371
NORTHWEST	10.89%	534,883	1,941,671	58,510,781	60,452,451
PUGET SOUND	6.82%	334,977	1,215,996	37,001,227	38,217,222
SOUTHEAST	23.62%	1,160,141	4,211,410	120,553,549	124,764,960
SOUTHWEST	14.90%	731,842	2,656,648	76,552,456	79,209,104
TOTAL	100.00%	5,032,816	18,273,975	522,051,074	540,325,048

Adopted by the CRABoard on July 28, 2016

 Chair's Signature

 ATTEST

County Road Administration Board – July 28, 2016
Project Actions Taken by CRAB Staff – Quarter 2, 2016

I. Grant County’s Adams Road - RAP Project 1313-03 – Reduction in Scope:

Grant County, per their letter dated May 16, 2016 requested scope reduction of their Adams Road project, exempting out a short bridge and approaches section (milepost 24.48 – 24.59), that had been completed in 2004. The county also requested the project be constructed in three segments, 23.68 to 24.43, 24.43 to 24.48 and 24.59 to 25.53. After review by CRAB staff, it was found that the change effected no change to the overall scope and the request was approved in writing and an amendment to the CRAB/County contract was signed by the county and CRAB.

II. Grant County’s Adams Road - RAP Project 1313-03 – Combination with non RATA funded section:

Grant County, per their letter dated May 31, 2016, requested their Adams Road project be combined with a non RATA funded local access project at the end (replacement of bridges numbers 330 and 334). The county confirmed in their letter that the non RATA funded segment would be separated from the RATA funded segment in the bid documents and contract plans. The CRAB/County contract was therefore amended adding a description of the extra work with the condition that the county clearly separate the funding of the two segments in bid documents and contract plans.

III. Columbia County’s Whiskey Creek Road Bridge - RAP Project 0713-01 – Reduction in scope:

Columbia County, per it’s June 28, 2016 email, requested a reduction in the proposed width of the Whiskey Creek Road Bridge from 38 feet to 34 feet. The county originally scoped the project to use concrete rail on the structure. Because the rail was not planned to be anchored to the new bridge, the WSDOT Design Manual (Exhibit 1610-2) required an additional 3ft setback for impact deflection behind the rail. This required the county to submit a prospectus proposing to widen the structure to 38 feet. (12ft lane, 2ft shoulder, 2ft wide concrete rail and 3ft setback). However, as project design progressed, the county discovered they could indeed anchor the concrete guardrail to the bridge. This allowed reducing the setback from 3ft to 1ft, with a final design width of 34ft total. In evaluating the request, CRABstaff found the 34 feet width still exceeds standard design width of 24 feet. The proposed change does not affect the projects’ ranking in the SE Region priority array and better matches adjacent roadway widening that would be done in the future. Staff therefore approved the change in scope from 38 feet wide to 34 foot wide. A CRAB/county contract amendment is in process.

COMBINATION OF FEDERALLY FUNDED RAP BRIDGE PROJECTS INTO ONE CRAB/COUNTY CONTRACT

Joe Moses Road Bridge MP 2.11-2.19 and Park City Loop Bridge, MP 5.04-5.12;
OKANOGAN COUNTY RAP PROJECTS: 2416-01 and 2416-02

Nature of Request:

Okanogan County, per their letter dated July 14, 2016, has requested their two federally and RAP funded bridges; Joe Moses Road Bridge and Park City Loop Bridge, be combined into one CRAB/County contract.

Background:

On January 21, 2016, the CRABoard awarded \$173,900 and \$135,600 in RATA funding to Okanogan County's Joe Moses Road Bridge and Park City Loop Bridge, respectively. The prospectuses were submitted on December 15, 2015. Although prospectus submittals were normally due in September, 2014, NE Region bridges can be submitted later in the funding cycle upon gaining federal funding. Federal funding for design and right of way for these bridges was approved on December 11, 2015. Federal construction funding was approved July 25, 2016.

Design of the bridges has commenced such that \$13,041,13 (Joe Moses) and \$12,263.12 (Park City) RATA funds have been paid to the county to date and the projects are nearing advertisement.

The bridges are in close proximity to each other (see attached map) on the Colville Reservation, and are of similar design and span. Because of this, the county has requested (via public interest finding) and been approved to bid these projects together by FHWA. To support the tied bid process, the county is also requesting the RATA funding be bid as one project as well. The anticipated advertisement date is August 1, 2016.

Staff findings:

- Existing WAC rules allowing RAP projects to be combined into one construction project require the projects to be adjacent to each other, and the combination request must occur prior to commencing construction:

WAC 136-170-040

Combining of CRAB/county contracts.

In those cases when a county desires to combine two or more adjacent RATA funded projects into a single construction contract, the county, prior to advertising for the construction contract, or prior to commencing construction should any of the projects be scheduled for completion by county forces, must make a formal written request to the county road administration board to

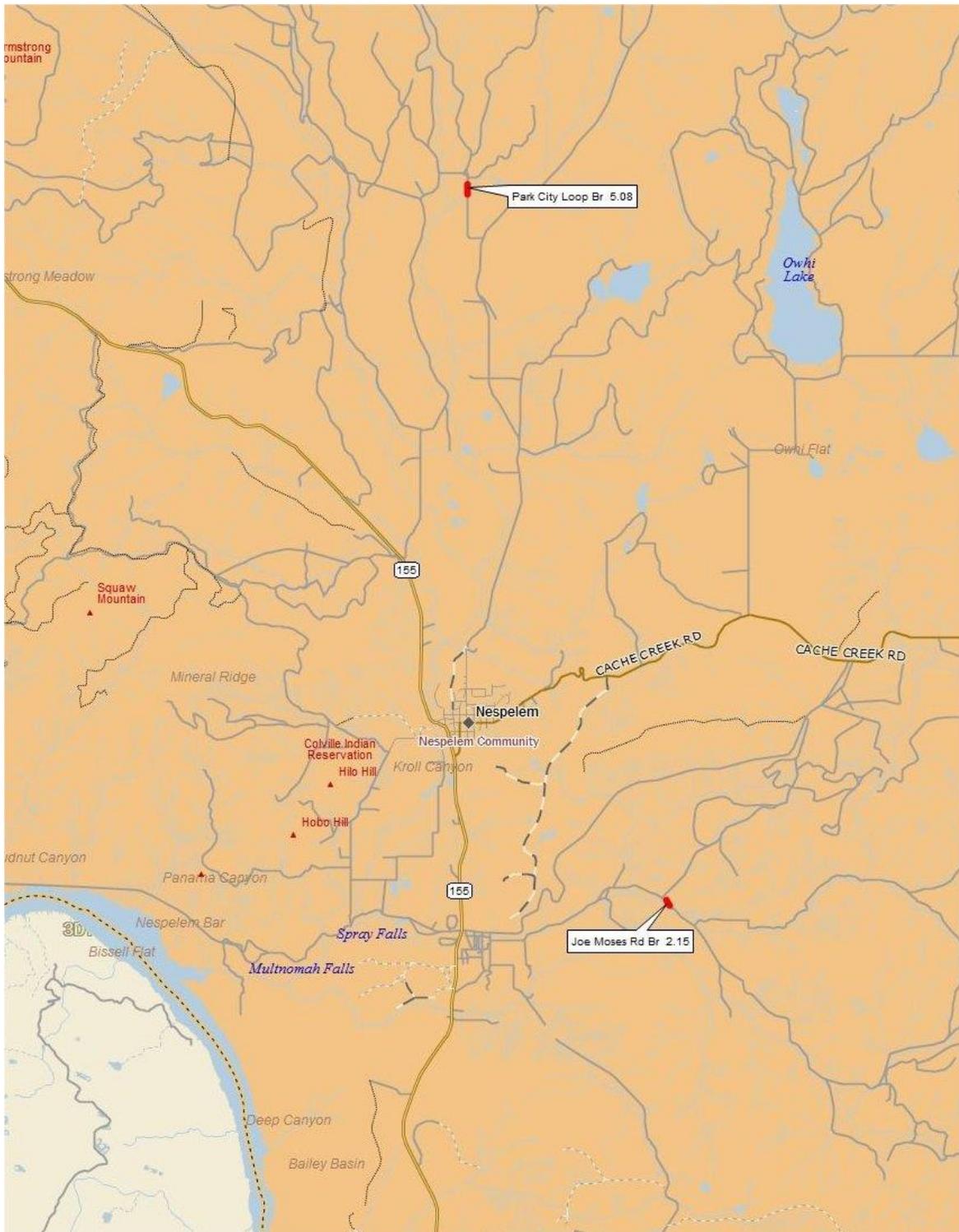
combine the projects into a single project, assuring that the original prospectus work will be accomplished as originally proposed or as previously revised by the county road administration board, regardless of the applicable maximum project RATA contribution.

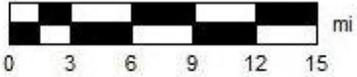
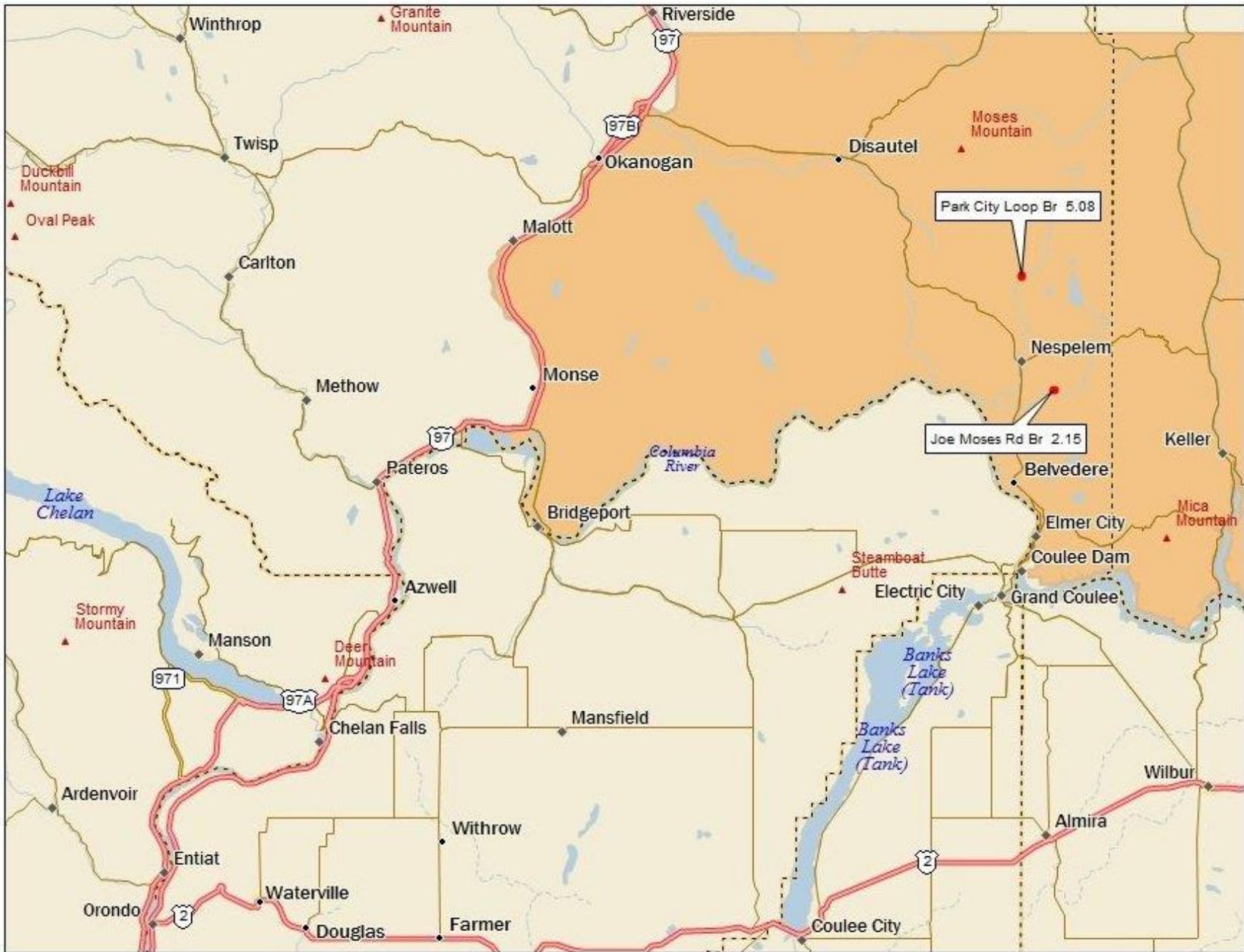
Upon receipt of a letter of request to combine, and consideration and approval by the director of the county road administration board, a revised CRAB/county contract will be prepared and sent to the county for its execution and returned in the same manner as for the original contract(s). Projects shall be considered adjacent if they have a common terminus.

- Although the two bridges do not share a common terminus, the CRABoard has, in the past, allowed the RAP programmatic (submittal process, rating methods, all in WAC) to be superseded by federal funding status, i.e.: Wahkiakum Ferry, and emergency bridge replacements in a non-bridge funding region (SW)
- Bridge replacements, as spot improvements to the road system, do not lend themselves to a continuum of road construction, but are often tied together though apart from each other, to provide cost savings.
- The financial risks associated with combining multiple projects (especially of different scopes), prevention of which is the intent of the above WAC, is alleviated by the federal oversight of the construction process.
- The authorization of federal funding and the incorporation of the federal process, which occurred prior to RATA funding, and upon which the bridges became RATA eligible, effectively renders the WAC dealing with restrictions on combining projects a non-issue.
- Staff finds there is potential for cost savings by combining the bridges into one construction project.

Staff Recommendation:

Staff recommends approval of Okanogan County's request to combine Joe Moses Road and Park City Loop





Data Zoom 8-0



Okanogan County

Department of Public Works

1234-A Second Avenue South
Okanogan, WA 98840

Josh Thomson, P.E.
County Engineer

July 14, 2016

Jay Weber, Executive Director
Washington State County Road Administration Board
2404 Chandler CT SW, Suite 240
Olympia, WA 98504

RE: Okanogan County Request for Tied Bid and Funding Shift on Projects 2416-01 and 2416-02

Mr. Weber,

Okanogan County received authorization for RATA funds matching federal bridge replacement funds for Joe Moses Road, project number 2416-01 and Park City Loop, project number 2416-02, at the January 21, 2016 CRABoard meeting. The center timber pile caps on both two-span bridges have deteriorated significantly. Park City Loop Rd Bridge B-3 is currently closed to all traffic after significant settling at mid-span last fall. Joe Moses Road Bridge B-15 is posted with a 5 ton weight limit and is being inspected bi-weekly to monitor any further degradation. Federal funding was secured in December 2015 with a stipulation that the construction of these bridge replacements be advertised in August 2016.

These projects are in close proximity to each other on the Colville Reservation, and the proposed bridges are of similar design and span. Because of this, I have requested and been approved to bid these projects together by FHWA. The approved Public Interest Finding is attached. **I request approval from the CRABoard for these two bridge replacements to be bid as one project.**

B-3 was initially anticipated to be replaced with a 51' single span bridge to replace the existing two-span 51' structure at a total cost of \$918,000. The similar two-span 51' bridge B-15 was estimated to require a 65' single span structure to cross the Little Nespelem River at a total cost of \$1,170,000. At final design, both structures were required to be 70' single span bridges to meet 100-year flood flows and elevations. Even with a five foot longer structure, it is estimate that B-15 has been over-funded by just over \$115,000 due to the efficient design of the bridges and the savings with a tied bid. The construction estimate for B-3 at 19' longer than scoped results in under-funding by \$102,716. I have already received authorization to shift \$88,849 in federal dollars (86.5% of \$102,716) from B-15 to B-3. **I request to shift \$13,867 in RATA funds (13.5% of \$102,716) from B-15, project number 2416-01, to B-3, project number 2416-02.**

I am proud of the speed at which we have progressed on these bridge replacements, and the cooperation we are achieving with WSDOT, FHWA, BIA, the Confederated Tribes of the Colville

Nation, CRAB, and our bridge design consultant, Nichols-Kovich Engineering. With our anticipated advertisement date of August 1, we will be four weeks earlier than initially promised during the funding proposal phase, and we have a high probability of having both structures open to traffic 12 months after receiving federal funding, and prior to winter shut-down. Thank you for being a partner in this project.

Please call me at 509-422-7317 if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read 'J. Thomson', with a long horizontal flourish extending to the right.

Josh Thomson, P.E.
County Engineer

County Road Administration Board Agency Summary FYTD as of June 2016

Fund 102- Rural Arterial Trust Account Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	729,958	357,958	357,236	722	372,722
Employee Benefits	218,778	108,784	108,276	508	110,502
Goods and Other Services	34,560	13,958	11,196	2,762	23,364
Professional Service Contracts	0	0	18	(18)	(18)
Travel	16,104	4,497	2,791	1,706	13,313
Capital Outlays	600	600	755	(155)	(155)
Grants, Benefits & Client Services	56,094,000	23,362,250	18,356,553	5,005,697	37,737,447
Sum:	57,094,000	23,848,047	18,836,827	5,011,220	38,257,173
Sum without Grants:	1,000,000	485,797	480,273	5,524	519,727

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	29,828	29,917	(89)	357,958	357,236	722
A AA State Classified	29,828	29,917	(89)	357,958	356,340	1,618
AS Sick Leave Buy-Out	0	0	0	0	896	(896)
Employee Benefits	9,066	9,054	12	108,784	108,276	508
B BA Old Age and Survivors Insurance	1,850	1,819	31	22,193	21,741	452
BB Retirement and Pensions	3,312	3,345	(33)	39,733	39,839	(106)
BC Medical Aid & Industrial Insurance	156	147	9	1,852	1,794	58
BD Health, Life & Disability Insurance	3,318	3,318	0	39,816	39,817	(1)
BH Hospital Insurance (Medicare)	430	425	5	5,190	5,085	105
BZ Other Employee Benefits	0	0	0	0	1	(1)
Professional Service Contracts	0	18	(18)	0	18	(18)
C CJ Training Services	0	18	(18)	0	18	(18)
Goods and Other Services	1,689	784	905	13,958	11,196	2,762
EA Supplies and Materials	18	14	4	206	140	66
EB Communications/Telecommunications	67	4	63	864	364	500
EC Utilities	41	(76)	117	482	413	69
ED Rentals and Leases - Land & Buildings	338	343	(5)	3,034	3,087	(53)
EE Repairs, Alterations & Maintenance	0	0	0	7	10	(3)
EF Printing and Reproduction	12	(6)	18	155	137	18
EG Employee Prof Dev & Training	59	2	57	688	483	205
EH Rental & Leases - Furn & Equipment	21	7	14	83	86	(3)
EJ Subscriptions	0	20	(20)	52	85	(33)
EK Facilities and Services	20	12	8	258	244	14
EL Data Processing Services (Interagency)	185	124	61	1,520	1,568	(48)
EM Attorney General Services	8	(41)	49	52	191	(139)
EN Personnel Services	0	3	(3)	0	136	(136)
EP Insurance	0	12	(12)	36	101	(65)

ER Other Contractual Services	700	361	339	3,897	2,933	964
ES Vehicle Maintenance & Operating Cst	0	1	(1)	21	16	5
ET Audit Services	0	(21)	21	0	(0)	0
EW Archives & Records Management Svcs	5	0	5	17	13	4
EY Software Licenses and Maintenance	215	17	198	2,586	1,103	1,483
EZ Other Goods and Services	0	8	(8)	0	87	(87)
Travel	900	249	651	4,497	2,791	1,706
GA In-State Subsistence & Lodging	250	157	93	1,730	1,604	126
GC Private Automobile Mileage	200	34	166	801	275	526
GD Other Travel Expenses	200	7	193	516	88	429
GF Out-Of-State Subsistence & Lodging	0	0	0	100	27	73
GG Out-Of-State Air Transportation	0	0	0	50	10	40
GN Motor Pool Services	250	52	198	1,300	788	512
Capital Outlays	0	95	(95)	600	755	(155)
JA Noncapitalized Assets	0	95	(95)	400	410	(10)
JB Noncapitalized Software	0	0	0	200	345	(145)
Grants, Benefits & Client Services	1,250,000	775,881	474,119	23,362,250	18,356,553	5,005,697
NZ Other Grants and Benefits	1,250,000	775,881	474,119	23,362,250	18,356,553	5,005,697
Total Dollars	1,291,483	815,998	475,485	23,848,047	18,836,827	5,011,220

Fund 108- Motor Vehicle Account Summary

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	1,519,084	761,753	733,260	28,493	785,824
Employee Benefits	441,957	219,724	214,060	5,664	227,897
Goods and Other Services	326,123	162,080	151,681	10,399	174,442
Professional Service Contracts	0	0	218	(218)	(218)
Travel	75,836	34,606	34,199	407	41,637
Capital Outlays	31,000	7,000	9,043	(2,043)	21,957
Grants, Benefits & Client Services	10,706,000	5,353,000	5,353,235	(235)	5,352,765
Sum:	13,100,000	6,538,163	6,495,696	42,467	6,604,304
Sum without Grants:	2,394,000	1,185,163	1,142,461	42,702	1,251,539

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Salaries and Wages	62,004	52,920	9,084	761,753	733,260	28,493
A AA State Classified	44,918	35,659	9,259	538,983	507,102	31,881
AC State Exempt	17,086	17,261	(175)	204,966	207,132	(2,166)
AS Sick Leave Buy-Out	0	0	0	2,241	2,343	(102)
AT Terminal Leave	0	0	0	15,563	16,683	(1,120)
Employee Benefits	18,308	15,781	2,527	219,724	214,060	5,664
B BA Old Age and Survivors Insurance	3,841	3,199	642	46,125	44,135	1,990
BB Retirement and Pensions	6,880	5,916	964	82,578	79,851	2,727
BC Medical Aid & Industrial Insurance	498	247	251	5,943	3,228	2,715
BD Health, Life & Disability Insurance	6,190	5,670	520	74,290	76,449	(2,159)
BH Hospital Insurance (Medicare)	899	748	151	10,788	10,387	401
BZ Other Employee Benefits	0	0	0	0	10	(10)

<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>
Professional Service Contracts	0	218	(218)	0	218	(218)
○ CJ Training Services	0	218	(218)	0	218	(218)
Goods and Other Services	18,300	12,180	6,120	162,080	151,681	10,399
EA Supplies and Materials	208	170	38	2,516	1,680	836
EB Communications/Telecommunications	873	43	830	10,527	4,352	6,175
EC Utilities	490	(912)	1,402	5,872	4,948	924
ED Rentals and Leases - Land & Buildings	4,108	4,106	2	36,986	36,951	35
EE Repairs, Alterations & Maintenance	0	0	0	84	2,039	(1,955)
EF Printing and Reproduction	160	(77)	237	1,887	1,638	249
EG Employee Prof Dev & Training	699	2,823	(2,124)	8,388	8,636	(248)
EH Rental & Leases - Furn & Equipment	83	85	(2)	1,007	1,031	(24)
EJ Subscriptions	300	241	59	629	1,014	(385)
EK Facilities and Services	262	143	119	3,146	2,920	226
EL Data Processing Services (Interagency)	2,318	1,482	836	18,728	18,768	(40)
EM Attorney General Services	57	(496)	553	629	2,284	(1,655)
EN Personnel Services	0	41	(41)	0	1,624	(1,624)
EP Insurance	0	138	(138)	440	1,211	(771)
ER Other Contractual Services	7,410	4,327	3,083	43,939	35,115	8,824
ES Vehicle Maintenance & Operating Cst	126	10	116	252	196	56
ET Audit Services	0	(246)	246	13,000	12,727	273
EW Archives & Records Management Svcs	51	0	51	210	154	56
EY Software Licenses and Maintenance	1,155	209	946	13,840	13,200	640
EZ Other Goods and Services	0	96	(96)	0	1,193	(1,193)
Travel	2,354	3,224	(870)	34,606	34,199	407
GA In-State Subsistence & Lodging	886	2,114	(1,228)	16,776	19,903	(3,127)
GC Private Automobile Mileage	360	407	(47)	5,452	3,293	2,159
GD Other Travel Expenses	108	82	26	1,678	1,126	552
GF Out-Of-State Subsistence & Lodging	0	0	0	500	328	172
GG Out-Of-State Air Transportation	0	0	0	200	120	80
GN Motor Pool Services	1,000	621	379	10,000	9,430	570
Capital Outlays	0	1,140	(1,140)	7,000	9,043	(2,043)
JA Noncapitalized Assets	0	1,140	(1,140)	5,000	4,911	89
JB Noncapitalized Software	0	0	0	2,000	4,132	(2,132)
Grants, Benefits & Client Services	0	84	(84)	5,353,000	5,353,235	(235)
NZ Other Grants and Benefits	0	84	(84)	5,353,000	5,353,235	(235)
Total Dollars	100,966	85,547	15,419	6,538,163	6,495,696	42,467

Fund 186- County Arterial Preservation Acct Summary

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	818,797	423,670	439,768	(16,098)	379,029
Employee Benefits	260,720	127,224	129,556	(2,332)	131,164
Goods and Other Services	360,219	168,757	173,696	(4,939)	186,523
Professional Service Contracts	0	0	284	(284)	(284)

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Travel	90,768	45,434	43,546	1,888	47,222	
Capital Outlays	8,500	8,500	11,784	(3,284)	(3,284)	
Grants, Benefits & Client Services	32,344,000	16,310,250	16,233,648	76,602	16,110,352	
Interagency Reimbursements	(21,004)	(21,004)	(20,979)	(25)	(25)	
Sum:	33,862,000	17,062,831	17,011,303	51,528	16,850,697	
Sum without Grants:	1,518,000	752,581	777,655	(25,074)	740,345	

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	32,345	31,068	1,277	423,670	439,768	(16,098)
A AA State Classified	32,345	31,068	1,277	403,620	418,080	(14,460)
AS Sick Leave Buy-Out	0	0	0	9,075	8,941	134
AT Terminal Leave	0	0	0	10,975	12,747	(1,772)
Employee Benefits	10,159	9,570	589	127,224	129,556	(2,332)
BA Old Age and Survivors Insurance	2,010	1,882	128	25,025	26,084	(1,059)
BB Retirement and Pensions	3,593	3,473	120	44,802	46,742	(1,940)
BC Medical Aid & Industrial Insurance	475	163	312	5,680	2,220	3,460
BD Health, Life & Disability Insurance	3,612	3,612	(0)	45,864	48,396	(2,532)
BH Hospital Insurance (Medicare)	469	440	29	5,853	6,100	(247)
BZ Other Employee Benefits	0	0	0	0	14	(14)
Professional Service Contracts	0	284	(284)	0	284	(284)
CJ Training Services	0	284	(284)	0	284	(284)
Goods and Other Services	15,944	11,960	3,984	168,757	173,696	(4,939)
E EA Supplies and Materials	274	221	53	3,277	2,189	1,088
EB Communications/Telecommunications	1,147	56	1,091	13,709	5,671	8,038
EC Utilities	640	(1,188)	1,828	7,647	6,448	1,199
ED Rentals and Leases - Land & Buildings	5,352	5,350	2	48,168	48,151	17
EE Repairs, Alterations & Maintenance	54	0	54	109	156	(47)
EF Printing and Reproduction	203	(101)	304	2,458	2,135	323
EG Employee Prof Dev & Training	914	30	884	10,924	7,540	3,384
EH Rental & Leases - Furn & Equipment	110	110	(0)	1,311	1,344	(33)
EJ Subscriptions	419	314	105	819	1,322	(503)
EK Facilities and Services	343	187	156	4,097	3,804	293
EL Data Processing Services (Interagency)	1,708	1,931	(223)	20,482	24,457	(3,975)
EM Attorney General Services	71	(647)	718	819	2,976	(2,157)
EN Personnel Services	0	54	(54)	0	2,116	(2,116)
EP Insurance	0	180	(180)	573	1,579	(1,006)
ER Other Contractual Services	3,141	5,638	(2,497)	37,688	45,759	(8,071)
ES Vehicle Maintenance & Operating Cst	164	12	152	328	255	73
ET Audit Services	0	(321)	321	0	0	0
EW Archives & Records Management Svcs	69	0	69	273	201	72
EY Software Licenses and Maintenance	1,335	272	1,063	16,075	17,201	(1,126)
EZ Other Goods and Services	0	(139)	139	0	395	(395)
Travel	3,044	3,890	(846)	45,434	43,546	1,888
G GA In-State Subsistence & Lodging	1,348	2,443	(1,095)	21,848	25,019	(3,171)
GC Private Automobile Mileage	461	531	(70)	7,101	4,291	2,810

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
GD Other Travel Expenses	135	107	28	2,185	1,365	820
GF Out-Of-State Subsistence & Lodging	100	0	100	700	427	273
GG Out-Of-State Air Transportation	0	0	0	250	156	94
GN Motor Pool Services	1,000	809	191	13,350	12,288	1,062
Capital Outlays	0	1,485	(1,485)	8,500	11,784	(3,284)
J JA Noncapitalized Assets	0	1,485	(1,485)	5,500	6,400	(900)
JB Noncapitalized Software	0	0	0	3,000	5,384	(2,384)
Grants, Benefits & Client Services	1,200,000	1,269,241	(69,241)	16,310,250	16,233,648	76,602
N NZ Other Grants and Benefits	1,200,000	1,269,241	(69,241)	16,310,250	16,233,648	76,602
Interagency Reimbursements	0	0	0	(21,004)	(20,979)	(25)
SA Salaries and Wages	0	0	0	(15,330)	(15,480)	150
SB Employee Benefits	0	0	0	(5,674)	(5,499)	(175)
Total Dollars	<u>1,261,492</u>	<u>1,327,498</u>	<u>(66,006)</u>	<u>17,062,831</u>	<u>17,011,303</u>	<u>51,528</u>

County Road Administration Board Agency Summary FYTD as of June 2016 - with Projections

Fund 102- Rural Arterial Trust Account Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	729,958	357,958	357,236	722	372,722
Employee Benefits	218,778	108,784	108,276	508	110,502
Goods and Other Services	34,560	13,958	11,196	2,762	23,364
Professional Service Contracts	0	0	18	(18)	(18)
Travel	16,104	4,497	2,791	1,706	13,313
Capital Outlays	600	600	755	(155)	(155)
Grants, Benefits & Client Services	56,094,000	23,362,250	18,356,553	5,005,697	37,737,447
Sum:	57,094,000	23,848,047	18,836,827	5,011,220	38,257,173
Sum without Grants:	1,000,000	485,797	480,273	5,524	519,727

Category	FY Allotment	Jul 2015-June 2016 June Est		FY Remaining	
		Expenditures	Expenditures		
Salaries and Wages	357,958	357,236	0	722	
AA State Classified	357,958	356,340		1,618	
AS Sick Leave Buy-Out	0	896		(896)	
Employee Benefits	108,784	108,276	0	508	
BA Old Age and Survivors Insurance	22,193	21,741		452	
BB Retirement and Pensions	39,733	39,839		(106)	
BC Medical Aid & Industrial Insurance	1,852	1,794		58	
BD Health, Life & Disability Insurance	39,816	39,817		(1)	
BH Hospital Insurance (Medicare)	5,190	5,085		105	
BZ Other Employee Benefits	0	1		(1)	
Professional Service Contracts	0	18	0	(18)	
CJ Training Services		18		(18)	
Goods and Other Services	13,958	11,196	427	2,335	
EA Supplies and Materials	206	140		66	
EB Communications/Telecommunications	864	364	31	469	No CTS or US bank Processed
EC Utilities	482	413	306	(237)	No Payment for Elman utilities or accrual
ED Rentals and Leases - Land & Buildings	3,034	3,087		(53)	
EE Repairs, Alterations & Maintenance	7	10		(3)	
EF Printing and Reproduction	155	137		18	
EG Employee Prof Dev & Training	688	483	43	162	
EH Rental & Leases - Furn & Equipment	83	86		(3)	
EJ Subscriptions	52	85		(33)	
EK Facilities and Services	258	244	17	(3)	No CMS Invoice Processed yet
EL Data Processing Services (Interagency)	1,520	1,568		(48)	
EM Attorney General Services	52	191	30	(169)	No AG invoice processed for June - invoice exists for 134.65 split through all funds
EN Personnel Services	0	136		(136)	
EP Insurance	36	101		(65)	
ER Other Contractual Services	3,897	2,933		964	
ES Vehicle Maintenance & Operating Cst	21	16		5	
ET Audit Services	0	(0)		0	
EW Archives & Records Management Svcs	17	13		4	
EY Software Licenses and Maintenance	2,586	1,103		1,483	
EZ Other Goods and Services	0	87		(87)	
Travel	4,497	2,791	0	1,706	
GA In-State Subsistence & Lodging	1,730	1,604		126	
GC Private Automobile Mileage	801	275		526	
GD Other Travel Expenses	516	88		429	
GF Out-of-State Subsistence & Lodging	100	27		73	
GG Out-of-State Air Transportation	50	10		40	
GN Motor Pool Services	1,300	788		512	
Capital Outlays	600	755	0	(155)	

Category	FY Allotment	Jul 2015-June 2016		FY Remaining
		Expenditures	June Est Expenditures	
JA Noncapitalized Assets	400	410		(10)
JB Noncapitalized Software	200	345		(145)
Grants, Benefits & Client Services	23,362,250	18,356,553	0	4,255,697
NZ Other Grants and Benefits	23,362,250	18,356,553		4,255,697
Total Dollars	23,848,047	18,836,809	427	4,260,811
Total without Grants	485,797	480,255	427	5,115

Fund 108- Motor Vehicle Account Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,519,084	761,753	733,260	28,493	785,824
Employee Benefits	441,957	219,724	214,060	5,664	227,897
Goods and Other Services	326,123	162,080	151,681	10,399	174,442
Professional Service Contracts	0	0	218	(218)	(218)
Travel	75,836	34,606	34,199	407	41,637
Capital Outlays	31,000	7,000	9,043	(2,043)	21,957
Grants, Benefits & Client Services	10,706,000	5,353,000	5,353,235	(235)	5,352,765
Sum:	13,100,000	6,538,163	6,495,696	42,467	6,604,304
Sum without Grants:	2,394,000	1,185,163	1,142,461	42,702	1,251,539

Category	FY Allotment	Jul 2015-June 2016		FY Remaining
		Expenditures	June Est Expenditures	
Salaries and Wages	761,753	733,260	0	28,493
AA State Classified	538,983	507,102		31,881
AC State Exempt	204,966	207,132		(2,166)
AS Sick Leave Buy-Out	2,241	2,343		(102)
AT Terminal Leave	15,563	16,683		(1,120)
Employee Benefits	219,724	214,060	0	5,664
BA Old Age and Survivors Insurance	46,125	44,135		1,990
BB Retirement and Pensions	82,578	79,851		2,727
BC Medical Aid & Industrial Insurance	5,943	3,228		2,715
BD Health, Life & Disability Insurance	74,290	76,449		(2,159)
BH Hospital Insurance (Medicare)	10,788	10,387		401
BZ Other Employee Benefits	0	10		(10)
Professional Service Contracts	0	218	0	(218)
CJ Training Services		218		(218)
Goods and Other Services	162,080	151,681	1,223	9,176
EA Supplies and Materials	2,516	1,680		836
EB Communications/Telecommunications	10,527	4,352	474	5,701 No US bank or CTS Shared IT Systems
EC Utilities	5,872	4,948	389	535 No Accrual for Elman and no US bank
ED Rentals and Leases - Land & Buildings	36,986	36,951		35
EE Repairs, Alterations & Maintenance	84	2,039		(1,955)
EF Printing and Reproduction	1,887	1,638		249
EG Employee Prof Dev & Training	8,388	8,636		(248) \$2800 charged for Washington State Co Engineers
EH Rental & Leases - Furn & Equipment	1,007	1,031		(24)
EJ Subscriptions	629	1,014		(385)
EK Facilities and Services	3,146	2,920	160	66 No CMS Invoice yet
EL Data Processing Services (Interagency)	18,728	18,768		(40)
EM Attorney General Services	629	2,284	200	(1,855) No invoice processed yet
EN Personnel Services	0	1,624		(1,624)
EP Insurance	440	1,211		(771)
ER Other Contractual Services	43,939	35,115		8,824
ES Vehicle Maintenance & Operating Cst	252	196		56
ET Audit Services	13,000	12,727		273
EW Archives & Records Management Svcs	210	154		56
EY Software Licenses and Maintenance	13,840	13,200		640
EZ Other Goods and Services	0	1,193		(1,193)

Category	FY Allotment	Jul 2015-June 2016		FY Remaining
		Expenditures	June Est Expenditures	
Travel	34,606	34,199	0	407
GA In-State Subsistence & Lodging	16,776	19,903		(3,127)
GC Private Automobile Mileage	5,452	3,293		2,159
GD Other Travel Expenses	1,678	1,126		552
GF Out-of-State Subsistence & Lodging	500	328		172
GG Out-of-State Air Transportation	200	120		80
GN Motor Pool Services	10,000	9,430		570
Capital Outlays	7,000	9,043	0	(2,043)
JA Noncapitalized Assets	5,000	4,911		89
JB Noncapitalized Software	2,000	4,132		(2,132)
Grants, Benefits & Client Services	5,353,000	5,353,235	0	(235)
NZ Other Grants and Benefits	5,353,000	5,353,235		(235)
Total Dollars	6,538,163	6,495,478	1,223	41,462
Total without Grants	1,185,163	1,142,243	1,223	41,697

Fund 186- County Arterial Preservation Acct Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	818,797	423,670	439,768	(16,098)	379,029
Employee Benefits	260,720	127,224	129,556	(2,332)	131,164
Goods and Other Services	360,219	168,757	173,696	(4,939)	186,523
Professional Service Contracts	0	0	284	(284)	(284)
Travel	90,768	45,434	43,546	1,888	47,222
Capital Outlays	8,500	8,500	11,784	(3,284)	(3,284)
Grants, Benefits & Client Services	32,344,000	16,310,250	16,233,648	76,602	16,110,352
Interagency Reimbursements	(21,004)	(21,004)	(20,979)	(25)	(25)
Sum:	33,862,000	17,062,831	17,011,303	51,528	16,850,697
Sum without Grants:	1,518,000	752,581	777,655	(25,074)	740,345

Category	FY Allotment	Jul 2015-June 2016		FY Remaining	
		Expenditures	June Est Expenditures		
Salaries and Wages	423,670	439,768	0	(16,098)	
AA State Classified	403,620	418,080		(14,460)	
AS Sick Leave Buy-Out	9,075	8,941		134	
AT Terminal Leave	10,975	12,747		(1,772)	
Employee Benefits	127,224	129,556	0	(2,332)	
BA Old Age and Survivors Insurance	25,025	26,084		(1,059)	
BB Retirement and Pensions	44,802	46,742		(1,940)	
BC Medical Aid & Industrial Insurance	5,680	2,220		3,460	
BD Health, Life & Disability Insurance	45,864	48,396		(2,532)	
BH Hospital Insurance (Medicare)	5,853	6,100		(247)	
BZ Other Employee Benefits	0	14		(14)	
Professional Service Contracts	0	284	0	(284)	
CJ Training Services		284		(284)	
Goods and Other Services	168,757	173,696	3,407	(8,347)	
EA Supplies and Materials	3,277	2,189		1,088	
EB Communications/Telecommunications	13,709	5,671	511	7,527	No CTS Shared Systems and No US Bank processed
EC Utilities	7,647	6,448	2,416	(1,217)	No Accrual or Elman payment
ED Rentals and Leases - Land & Buildings	48,168	48,151		17	
EE Repairs, Alterations & Maintenance	109	156		(47)	
EF Printing and Reproduction	2,458	2,135		323	
EG Employee Prof Dev & Training	10,924	7,540		3,384	
EH Rental & Leases - Furn & Equipment	1,311	1,344		(33)	
EJ Subscriptions	819	1,322	30	(533)	
EK Facilities and Services	4,097	3,804	215	78	No CMS invoice processed
EL Data Processing Services (Interagency)	20,482	24,457		(3,975)	
EM Attorney General Services	819	2,976	235	(2,392)	No Invoice processed yet

Category	FY Allotment	Jul 2015-June 2016 June Est		FY Remaining
		Expenditures	Expenditures	
EN Personnel Services	0	2,116		(2,116)
EP Insurance	573	1,579		(1,006)
ER Other Contractual Services	37,688	45,759		(8,071)
ES Vehicle Maintenance & Operating Cst	328	255		73
ET Audit Services	0	0		0
EW Archives & Records Management Svcs	273	201		72
EY Software Licenses and Maintenance	16,075	17,201		(1,126)
EZ Other Goods and Services	0	395		(395)
Travel	45,434	43,546	0	1,888
GA In-State Subsistence & Lodging	21,848	25,019		(3,171)
GC Private Automobile Mileage	7,101	4,291		2,810
GD Other Travel Expenses	2,185	1,365		820
GF Out-of-State Subsistence & Lodging	700	427		273
GG Out-of-State Air Transportation	250	156		94
GN Motor Pool Services	13,350	12,288		1,062
Capital Outlays	8,500	11,784	0	(3,284)
JA Noncapitalized Assets	5,500	6,400		(900)
JB Noncapitalized Software	3,000	5,384		(2,384)
Grants, Benefits & Client Services	16,310,250	16,233,648	0	76,602
NZ Other Grants and Benefits	16,310,250	16,233,648		76,602
Interagency Reimbursements	(21,004)	(20,979)	0	(25)
SA Salaries and Wages	(15,330)	(15,480)		150
SB Employee Benefits	(5,674)	(5,499)		(175)
Total Dollars	17,062,831	17,011,019	3,407	48,404
Total without Grants	752,581	777,371	3,407	(28,198)



CRABoard By-Laws

ARTICLE I PURPOSE

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

ARTICLE II MEETINGS

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

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

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

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

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

ARTICLE III QUORUM

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

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

ARTICLE IV OFFICERS

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

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

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

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

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

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

ARTICLE V OFFICE

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

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

**ARTICLE VI
INSTRUMENTS**

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

**ARTICLE VII
AMENDMENTS**

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

**ARTICLE VIII
EXPENSES**

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

**ARTICLE IX
DATE OF ADOPTION**

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

Chair's Signature: _____

DATE: _____

County Road Administration Board

6 County Commissioners / Council Members

3 County Engineers / Public Works Directors

June 6, 2016

Executive Director

Jay Weber

E060 Exempt

Deputy Director,

Walt Olsen, PE

E102 WMS03

Executive Assistant

Karen Pendleton

E059 Exempt

Vacant
0613 WMS03

Design Systems
Program Manager
Jim Ayres, PE
0007 WMS03

Systems Manager
Bob Davis
1729 ITSS6

Applications Specialist
Eric Hagenlock
1706 ITAS6

Support Specialist
Jim Oyler
0031 ITSS

Database Specialist
Kathy O'Shea
0026 ITS4

Intergovernmental
Policy Manager
Jeff Monsen, PE
1804 WMS03

Grant Programs
Manger
Randy Hart, PE
1004 WMS02

Compliance & Data
Analysis Manager
Derek Pohle, PE
1903 WMS02

Vacant
1902 TE5

Road System Inventory
Manager
Don Zimmer
0029 WMS02

Inventory Specialist
Mike Clark
0414 TPS5

Administrative
Secretary
Rhonda Mayner
0025 Sec Sr

Engineering Technician
Toni Cox
0027 TPT3



Bob Ferguson
ATTORNEY GENERAL OF WASHINGTON

1125 Washington Street SE • PO Box 40100 • Olympia WA 98504-0100

June 1, 2016

Jay P. Weber
Executive Directory
Washington State County Road Administration Board
2404 Chandler Court SW Suite 240
Olympia, WA 98504-0913

Dear Director Weber:

This is to acknowledge your recent letter dated May 19, 2016, requesting an opinion on county road levies.

We have determined to process your request as a formal opinion, which means it will be fully researched, subjected to peer review, and submitted to the Attorney General for approval to be published as an official opinion. Our goal is to process this formal opinion as thoroughly and as quickly as possible. We do not attempt to predict dates by which opinions may be issued; as a collegial process with input from multiple attorneys, we don't always know when they will be finished. If circumstances arise that make it important for an opinion to be finished by a particular date, we would appreciate knowing this. If this happens, or if you have additional information to supply, please contact me in writing, by telephone, or by e-mail at jeffe@atg.wa.gov.

Sincerely,

JEFFREY T. EVEN
Deputy Solicitor General
(360) 586-0728

wros





May 19, 2016

The Honorable Robert W. Ferguson
Washington State Attorney General
1125 Washington Street Southeast
Post Office Box 40100
Olympia, WA 98504-0100

Re: Request for a Formal Attorney General Opinion Addressing Rural Arterial Program
Eligibility as Prescribed by RCW 36.79.140

Dear Attorney General Ferguson:

I write to request a Formal Attorney General Opinion regarding the following question: May any county retain its eligibility to participate in the Rural Arterial Program under the limitations imposed by RCW 36.79.140 and Section II, Article 40 of the Constitution of the State of Washington if the county chooses to divert County Road Levy Property Tax for general government purposes, under RCW 36.33.220, to fund: (1) civil or criminal traffic prosecutions, (2) court costs of adjudication (3) indigent defense (4) incarceration, and/or (5) coroner activities.

For background, RCW 36.78.070 specifies the administration of the Rural Arterial Program (RAP) as a duty of the Washington State County Road Administration Board (CRAB), and RCW 36.79.140 sets the criteria for counties' eligibility to compete within the RAP for project funding. From the inception of this program, CRAB has required the sheriffs of those counties which choose to divert County Road Levy Property Tax receipts to current expense purposes to certify that such use has been exclusively for traffic policing and patrol. With the exception of those counties which are statutorily exempt from this restriction, failure to so certify would render a county ineligible to participate in the Rural Arterial Program.

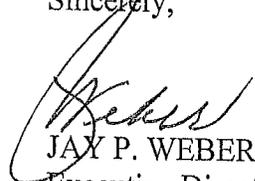
Over time, and with growing demands upon limited county resources, there has been an assertion by some counties that broader enforcement activities than just "traffic policing" are allowable under the statute, and this has given rise to arguments that funding the five activities enumerated above would be permissible while maintaining eligibility to participate in the RAP.

The Honorable Robert W. Ferguson
May 19, 2016
Page 2

It is the long-standing position of CRAB that counties cannot be eligible for RAP funding under RCW 36.79.140 and Section II, Article 40 of the state Constitution, when the above broad categories of county government expenses are paid from the County Road Levy Property Tax receipts . These arguments are well distilled in two attachments included with this letter. One is the September 15, 1987 letter from the Thurston County Prosecutor to the Thurston County Sheriff, and the other is a memorandum from Senior Assistant Attorney General Ann E. Salay to this office, dated March 22, 2016.

Again, I request a Formal Attorney General Opinion in this matter in that all thirty-nine counties of the State of Washington are affected by this agency's determination of eligibility for Rural Arterial Program funding, and I, together with the governing board, seek your informed opinion on this extremely important matter.

Sincerely,



JAY P. WEBER
Executive Director

JPW:kmp

Enclosures

Cc: Jeff Even, Deputy Solicitor General
CRABoard Members
Ann E. Salay, Sr. AAG

July 2016 CRABoard Meeting **Deputy Director's Report**

A. County Engineer Changes since April 2016

1. San Juan County announced that County Engineer Rachel Dietzman, PE, will retire and they have appointed Colin Huntemer, PE, as County Engineer, effective June 3, 2016.
2. Grays Harbor County announced that County Engineer Russ Esses, PE, will retire and they have appointed Joseph Seet, PE, as PWD/County Engineer, effective June 6, 2016.
3. Kittitas County announced that they have appointed Gregory Lucas Huck, PE, as County Engineer, effective June 6, 2016.
4. Franklin County announced that Acting County Engineer Craig Erdman, PE, has been appointed as County Engineer, effective June 15, 2016.
5. Lewis County announced that Public Works Director/County Engineer Tim Elsea, PE, will resign effective July 31, 2016, and they have appointed Erik Martin, PE, as PWD/County Engineer, effective July 25, 2016.



Public Works Department San Juan County

915 Spring St. • P. O. Box 729 • (360) 370-0500
Friday Harbor, WA 98250 • Fax (360) 378-6405

www.sanjuanco.com/publicworks
email: pubwks@sjcpublicworks.org

Date: June 7, 2016

Washington State
County Road Administration Board
2404 Chandler CT SW
Suite 240
Olympia WA 98504-0913

Re: Appointment of County Engineer for San Juan County, WA

Mr. Weber:

In accordance with WAC 136-12-045, it is my pleasure to announce the appointment of Colin Huntemer, P.E. as the County Engineer for San Juan County, WA. This appointment is effective today, per San Juan County Council action, in a unanimous vote.

The incumbent County Engineer, Rachel Dietzman retired effective Jun3, 2016. Due to scheduling difficulties, I was not able to make the recommendation for appointment such that no "vacancy" occurred, although Mr. Huntemer effectively began his duties upon Ms. Dietzman's departure.

Evidence of the Council appointment will be documented (Council meeting minutes) under separate cover. In the interim, the proceedings may be viewed now via this link:

<http://media.avcaptureall.com/session.html?sessionid=449f3c59-02c1-416f-8ce3-9603371b6800>. The timeframe is the 1:13:30-1:16:30 portion of the recording.

Please contact me at 360-370-0510 or brianv@sanjuanco.com if you have any questions.

Sincerely,

A handwritten signature in blue ink, appearing to read "B. Vincent", is written over a faint blue grid background.

Brian S. Vincent
Director

A red rectangular date stamp with the text "JUN 13 2016" is stamped over a faint blue grid background.

OFFICE OF
COUNTY COMMISSIONERS

WES CORMIER
FIRST DISTRICT
FRANK GORDON
SECOND DISTRICT
VICKIE L. RAINES
THIRD DISTRICT
JENNA AMSBURY
CLERK OF THE BOARD



STATE OF WASHINGTON

100 West Broadway, Suite #1
MONTESANO, WASHINGTON 98563

PHONE (360) 249-3731
FAX (360) 249-3783
EMAIL: commish@co.grays-harbor.wa.us

June 6, 2016

Jay Weber, Executive Director
County Road Administration Board
2404 Chandler CT SW, Suite 240
Olympia WA 98504-0913

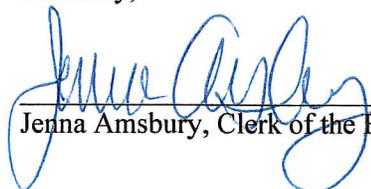
SUBJECT: Appointment of County Engineer

The Board of County Commissioner met in regular session on June 6, 2016 to discuss the County Engineer position for Grays Harbor County. During this meeting the Commissioners appointed Joseph Seet, Public Works Director, as the County Engineer. His contact information is as follows:

Name: Joseph Seet
Start Date: June 6, 2016
Phone: (360) 964-1662
Email: jseet@co.grays-harbor.wa.us
Address: 100 West Broadway, Suite 31, Montesano, WA 98563
WA Registration No.: 32224

The Commissioners are currently in the process of reviewing a new organization chart for the Public Works Department. I am including this chart for your information. If you have any questions, please contact me.

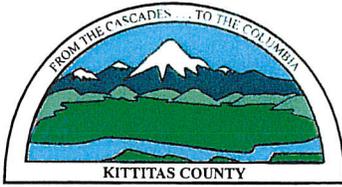
Sincerely,



Jenna Amsbury, Clerk of the Board

Attachment: Organization Chart





KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

Mark R. Cook, PE Director

June 1, 2016

Washington State
County Road Administration Board
Mr. Jay Weber, Executive Director
2404 Chandler CT SW
Suite 240
Olympia WA 98504-0913

RE: Kittitas County Engineer

Dear Mr. Weber:

We are pleased to advise the County Road Administration Board that Kittitas County Public Works has hired a County Engineer. I will no longer serve as Interim County Engineer effective June 6, 2016. Our engineer is Mr. Gregory Lucas Huck (WA 53204). Please find attached a recent licensing search verifying Mr. Huck's active status as a licensed professional engineer in the State of Washington. I am also attaching the current County Bond listing

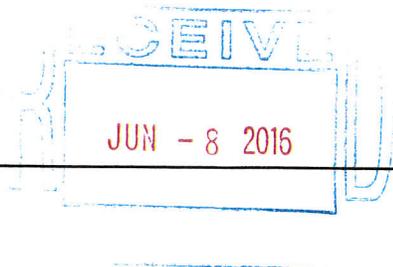
I will look to see when Mr. Huck's schedule allows his attendance at a future County Engineer training opportunity sponsored by the County Road Administration Board. Attached is the County's 2016 Public Official Bond listing two Road Engineers (Mr. Huck and I).

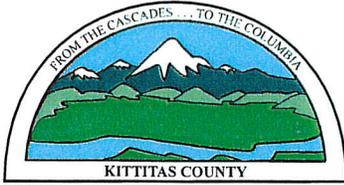
Please let me know if you require any further information regarding our hire.

Sincerely,

Mark R. Cook
Director

C: Kittitas County Board of County Commissioners





KITTITAS COUNTY DEPARTMENT OF PUBLIC WORKS

Mark R. Cook, PE Director

June 8, 2016

Washington State
County Road Administration Board
Mr. Jay Weber, Executive Director
2404 Chandler CT SW
Suite 240
Olympia WA 98504-0913

RE: Kittitas County Engineer

Dear Mr. Weber:

Please find attached:

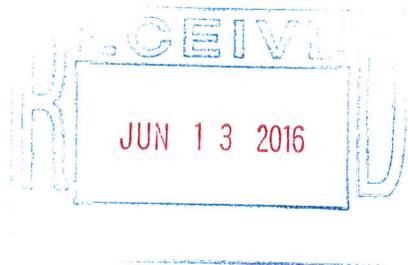
- Kittitas County Board of County Commission appointing Gregory Lucas Huck County Road Engineer.
- Letter from Mr. Huck deferring administration of the flood control zone district to me.

Please let me know if you require any further information regarding the hiring of Mr. Huck.

Sincerely,

Mark R. Cook
Director

C: Kittitas County Board of County Commissioners
Luke Huck, County Road Engineer





FRANKLIN COUNTY

BOARD OF COMMISSIONERS

BRAD PECK
DISTRICT 1

ROBERT E. KOCH
DISTRICT 2

RICK MILLER
DISTRICT 3

Keith Johnson
Franklin County Administrator

July 1, 2016

Jay Weber, Executive Director
WA State County Road Administration Board
2404 Chandler Court SW, Ste 240
Olympia, WA 98504-0913

RE: Franklin County Engineer

Dear Mr. Weber:

Since March 7, 2016, Craig Erdman has been serving Franklin County as the acting County Engineer.

On Wednesday, June 15, 2016, the Board of Franklin County Commissioners, through Franklin County Resolution No. 2016-254, appointed Craig Erdman as Franklin County Engineer/Assistant Public Works Director.

Craig Erdman is a registered and licensed Professional Civil Engineer, License No. 52118, under the laws of this state, and is duly qualified and experienced in highway and road engineering and construction.

Craig Erdman's contact information is as follows:

Craig Erdman, P.E.
County Engineer/Assistant Public Works Director
Franklin County Public Works
3416 Stearman Avenue
Pasco, WA 99301
Phone: (509) 545-3514
Email: cerdman@co.franklin.wa.us

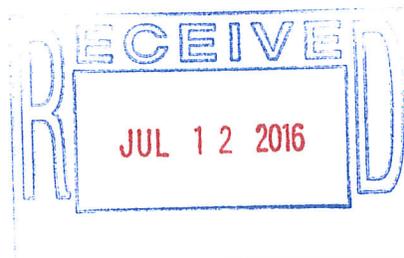
I have included a copy of the organizational chart detailing the responsibilities of the County Engineer/Assistant Public Works Director.

Should you have any further questions, please contact our office at (509) 545-3535.

Sincerely,

A handwritten signature in blue ink, appearing to read "Keith Johnson".

Keith Johnson
Franklin County Administrator



FRANKLIN COUNTY RESOLUTION 2016-254

BEFORE THE BOARD OF COMMISSIONERS OF
FRANKLIN COUNTY WASHINGTON

APPOINTMENT OF COUNTY ENGINEER / ASSISTANT PUBLIC WORKS DIRECTOR

WHEREAS, pursuant to RCW 36.75.020, all of the county roads in each of the several counties shall be established, laid out, constructed, altered, repaired, improved, and maintained by the legislative authority of the respective counties as agents of the state, or by private individuals or corporations who are allowed to perform such work under an agreement with the county legislative authority. Such work shall be done in accordance with adopted county standards under the supervision and direction of the county engineer; and

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

WHEREAS, the Franklin County Board of Commissioners have determined that it is in the best interest of Franklin County to employ a County Engineer on a full-time basis; and

WHEREAS, the Franklin County Board of Commissioners, through Resolution No. 2015-110, designated Craig Erdman, a registered and licensed professional engineer under the laws of this state, as the acting County Engineer until such time a permanent appointment is made, effective March 7, 2015; and

WHEREAS, Craig Erdman is duly qualified and experienced in highway and road engineering, and his service as the acting County Engineer has been exemplary; and

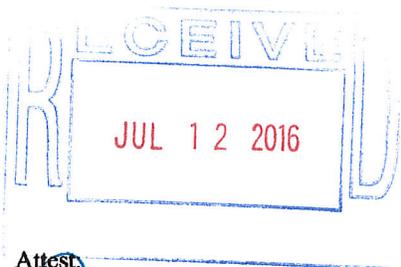
WHEREAS, the Board of Franklin County Commissioners constitutes the legislative authority of Franklin County and desires to appoint Craig Erdman as Franklin County Engineer / Assistant Public Works Director:

NOW, THEREFORE, BE IT RESOLVED that the Board of Franklin County Commissioners hereby appoints Craig Erdman as Franklin County Engineer / Assistant Public Works Director, effective June 15, 2016.

BE IT FURTHER RESOLVED, based on his experience, his exemplary service as the acting County Engineer, and the increase in duties that result with this appointment, Craig Erdman shall be placed at Step 4 of his current Grade 20 (Grade 20, Step 4, bi-weekly, 26 pay periods per year, \$2,825.31 per pay period).

BE IT FURTHER RESOLVED that the Chairman of the Board of Franklin County Commissioners be, and hereby is, authorized to sign the attached Change of Status form.

APPROVED this 15th day of June, 2016.



Attest:

Sherrill Young
Clerk of the Board

Originals:

Clerk of the Board

BOARD OF COUNTY COMMISSIONERS
FRANKLIN COUNTY, WASHINGTON

[Signature]
Chair

[Signature]
Chair Pro Tem

[Signature]
Member

Copy:

Public Works Department
Human Resources Department
Auditor - Accounting/Payroll

CHANGE OF STATUS – PUBLIC WORKS

Effective Date of Change: 06/15/2016 Employee Name: ERDMAN, CRAIG
6/10/2016 to
 Payroll Cycle Date: 6/23/2016 Employee Payroll Number: ERD100

	Old Information	New Information
Employee's Job Title	ACTING COUNTY ENGINEER	COUNTY ENGINEER / ASSISTANT PUBLIC WORKS DIRECTOR
Department Title	COUNTY ROAD	SAME
Department ID #	150-000-001	SAME
Budget Line Item #	VARIABLE	SAME
Grade – Step	20-2	20-4
Bi-Weekly Rate:	\$2,562.69	\$2,825.31
Hourly Rate:	N/A	N/A
Over Time Rate:	N/A	N/A

UNION and PAYROLL INFORMATION

Union Name _____ Non-Bargaining Employee
 Union Dues \$ (if changed) _____ Exempt Non-Exempt

7.5 Hour Employee Season/Temporary (# of months?) _____
 8 Hour Employee Part Time (hours per week?) _____

Benefit Eligible? YES NO

REASON FOR CHANGE:

- | | |
|---|--|
| <input type="checkbox"/> Hired | <input type="checkbox"/> Transfer |
| <input type="checkbox"/> Regular Full Time | <input type="checkbox"/> Length of Service Increase |
| <input type="checkbox"/> Temporary Full Time | <input type="checkbox"/> Merit Increase |
| <input type="checkbox"/> Regular Part Time | <input type="checkbox"/> Re-evaluation of Existing Job |
| <input type="checkbox"/> Temporary Part Time | <input type="checkbox"/> COLA _____ % Res # _____ |
| <input type="checkbox"/> Seasonal | <input type="checkbox"/> Resignation |
| <input type="checkbox"/> Rehire | <input type="checkbox"/> Retirement |
| <input checked="" type="checkbox"/> Promotion | <input type="checkbox"/> Layoff |
| <input type="checkbox"/> Demotion | <input type="checkbox"/> Discharge |
| <input type="checkbox"/> Family Medical Leave | |
| <input type="checkbox"/> Labor & Industry Leave | |
| <input type="checkbox"/> Leave of Absence to: _____ | |

Promoted from Acting County Engineer to appointment as County Engineer / Assistant Public Works Director. The above calculations are based upon Attachment "A" 7.5 Hours Non-Bargaining Seven Step Matrix. Public Works Employees work an 8 hour day, and are not paid semi-monthly but are paid bi-weekly for 26 pay periods per annum.



AUTHORIZATION / APPROVAL SIGNATURES:

Commissioner: X _____
 Elected Official: X _____
 Department Head: X Walt Murray 06/15/2016
 Supervisor: X Kurt [unclear] 6/15/16
 Human Resources: X [unclear] 6/15/16

SIGN / DATE

For Human Resources Use Only

New Hire
 Transfer
 Promotion
 Demotion
 Rehire
 Seasonal
 Temporary
 Part Time
 Other

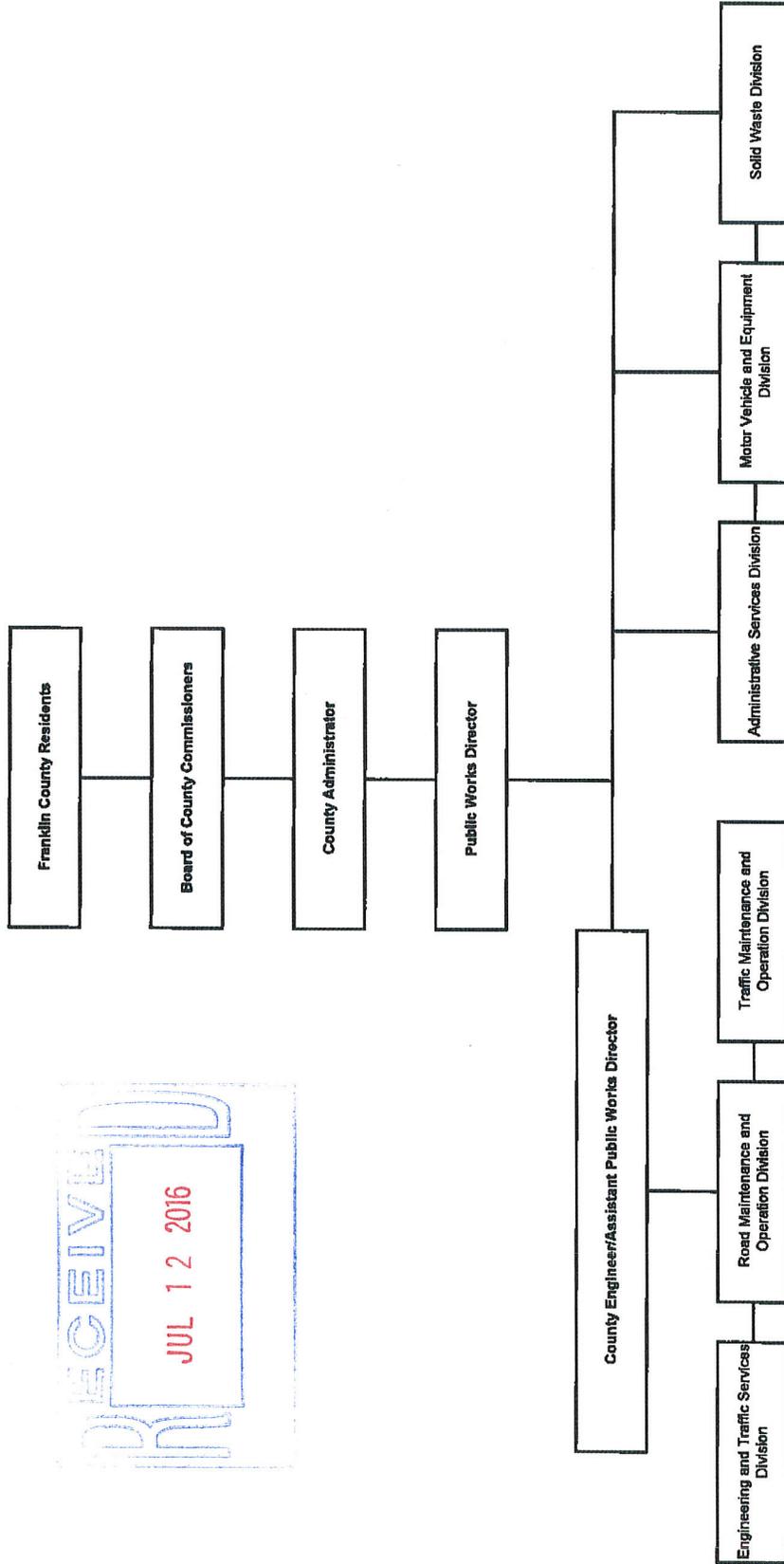
New Hire
 Transfer
 Promotion
 Demotion
 Rehire
 Seasonal
 Temporary
 Part Time
 Other

v. m. yates updated

FRANKLIN COUNTY, WASHINGTON

PUBLIC WORKS DEPARTMENT

ORGANIZATIONAL CHART



RECEIVED
JUL 12 2016

B. County Visits completed since April 2016

- Lewis County
- Douglas County
- Lincoln County
- Ferry County
- Stevens County
- Whitman County
- Asotin County
- Columbia County

Numerous contacts with County Engineers took place in other venues.

C. County Audit Reports reviewed since April 2016

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

CRAB has reviewed 12 audit reports representing seven counties since the January 2016 board meeting. Three audits contained a total of two new findings issued and none involved County Road Funds in some form. Any audits, with "Y" under "Co. Rd?" column, reveal substantive findings involving County Road Funds.

Report #	Entity/Description	Report Type	Audit Period	Date Released	New Find#	Co. Rd?	PrevFind#	Status
1017013	Thurston County	Financial and Federal	01/01/2015 to 12/31/2015	7/5/2016			2	NCR
1017019	Thurston County	Accountability	01/01/2015 to 12/31/2015	7/5/2016				
1016992	Benton County	CAFR	01/01/2015 to 12/31/2015	6/28/2016				
1017069	Clark County	CAFR	01/01/2015 to 12/31/2015	6/28/2016				
1017047	King County	CAFR	01/01/2015 to 12/31/2015	6/27/2016				
1017004	Snohomish County	CAFR	01/01/2015 to 12/31/2015	6/24/2016				
1017017	Thurston County	CAFR	01/01/2015 to 12/31/2015	6/23/2016				
1016910	Clark County	Attestation Engagements	07/01/2014 to 06/30/2015	6/13/2016				
1016513	Grant County	Accountability	01/01/2014 to 12/31/2014	5/5/2016	1	N		
1016508	Okanogan County	Accountability	01/01/2014 to 12/31/2014	5/2/2016				
1016509	Okanogan County	Financial and Federal	01/01/2014 to 12/31/2014	5/2/2016	1	N		
1016386	Benton County	Accountability	01/01/2014 to 12/31/2014	4/14/2016				

D. Other Activities and Visits since April 2016

20 April	CRAB SAO Audit Exit Interview	CRAB Office
20 April	HR Services Meeting	CRAB Office
23-28 April	NACE Conference	Tacoma
4 May	IT Group Staff Meeting	CRAB Office
12 May	Chip Seal MOU Meeting	CRAB Office
17-19 May	County Engineer Training	CRAB Office
25 May	County Engineer Award teleconference	CRAB Office
25 May	Co Program Manager Award teleconf	CRAB Office
1 June	CRAB Allotments Meeting	CRAB Office
3 June	WTSC Pedestrian Safety Advisory	Olympia
7 June	IT Group Staff Meeting	CRAB Office
14 June	UAV User Group Meeting	Everett
15 June	Lewis County Engineer Interviews	Chehalis
20-22 June	WSACE Summer Conference	Winthrop
27 June	Douglas County Ribbon Cutting	Bridgeport
7 July	Lincoln County Visit	Davenport
12 July	Ferry County Visit	Republic
12 July	Stevens County Visit	Colville
13 July	Whitman County Visit	Colfax
13 July	Asotin County Visit	Asotin
13 July	Columbia County Visit	Dayton
21 July	First Aid Training	CRAB Office
25 July	Sexual Harassment Training	Olympia
26 July	CRAB Quarterly Accounting Meeting	CRAB Office
28-29 July	CRABoard Meeting	CRAB Office

July 2016 -- CRABoard

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

County Visits

Clark – 6/6
Skagit – 6/14

SW Region – RAP Project Reviews

Lewis – 5/12
Mason – 5/13
Cowlitz – 5/24
Pacific – 5/26
Grays Harbor – 5/26
Skamania – 6/7
Clark – 6/8
Wahkiakum – 6/8
Thurston – 6/9

Other meetings and activities

FMSIB project selection – 4/18 & 5/11
NACE National Conference (Tacoma) – 4/23-27
Risk Management Presentation (joint with WCRP) – (prep) 5/11 & 6/9, (present) 6/11
Meeting with SAO (Vancouver) – 6/7
WSACE Spring Conference (Winthrop) – 6/20-22

Office of the County Engineer Training

3-day training held 17-19, at CRAB, with 12 participants, representing 9 counties

Customized training held for Pierce County on May 25th (Tacoma), with 17 participants

COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – July 28-29, 2016

Reporting Period: May 2016 thru July 2016

COMPLIANCE

STANDARDS OF GOOD PRACTICE

May 1st, 2016 required submittals: Road Log Update

All of the 39 counties submitted the required forms and documentation by the May 1st deadline.

Vacancy in Position of County Engineer:

There have been changes in the position of County Engineer in four counties in the last quarter. At San Juan County, Rachel Dietzman has retired and Colin Huntemer has been appointed the new County Engineer; at Grays Harbor County Russ Esses has retired and Joe Seet has been appointed the new County Engineer; at Kittitas County Lucas Huck has been appointed the new County Engineer; and at Lewis County Tim Elsea has announced his resignation and Erik Martin has been appointed the new County Engineer.

In Franklin County Craig Erdman has been appointed County Engineer from his 'Acting' position.

All five counties have substantially complied with the statutory requirements of the standard of good practice regarding vacancy in the position of County Engineer.

County Audits – For Fiscal Year 2015

No new audit issues involving the road fund or road departments, have been reviewed in the last quarter.

Bridge and Inspection Reports and County Forces Construction

As discussed at the last Board meeting, there were a handful of counties whose bridge and inspection reports still did not meet the minimum content requirements of the statute. Also, some counties had some difficulty documenting compliance with the advertisement requirements of the statute regarding county forces construction. CRAB staff worked on these issues with the counties affected and all counties are working to come into compliance by addressing the issues.

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

OTHER ACTIVITIES OF THE C&DA MANAGER

- Alpha testing of December 31 submittals in new C.A.R.S system.
- Attended 2016 NACE Conference in Tacoma.
- Completed SE Region RAP preliminary project prospectus site reviews.
- County Engineer's training for Pierce County in Tacoma.
- Attended NW, NE, SE, SW regional RAP meetings.
- Attended WSACE Annual conference in Okanogan County.