



WASHINGTON STATE

**COUNTY ROAD
ADMINISTRATION BOARD**

CRABoard Meeting

October 26, 2023
Spokane, Washington

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



AGENDA

County Road Administration Board
Thursday, October 26, 2023
Spokane County Courthouse Building
& Via Zoom (hybrid)
8:30 am - 4:30 pm

**Thursday
8:30 AM**

Call to Order

1 Chair's Report - Commissioner Coffman

- A. Approve October 26, 2023 Agenda
- B. Approve Minutes of July 27-28, 2023 CRABoard Meeting
- C. Set 2024 Meeting Schedule

Action	Enclosure
Action	Enclosure
Action	Enclosure

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Public Comment Period

2 Proposed WAC Changes:

8:45 AM

Public Hearing (8:45am)

- i. Amending WAC 136-012, 136-14, and 136-20 to make changes to the standards of good practice.
- ii. Amending WAC 136-130, 136-161, 136-165, and 136-180 to make changes to the rural arterial program (RAP).
- iii. Amending WAC 136-400 to change outdated program titles.

Action	Enclosure
Action	Enclosure
Action	Enclosure

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3 Rural Arterial Program - Steve Johnson, PE

- A. **Resolution 2023-009** - Apportion RATA Funds to Regions
- B. Project Board Actions
 - i. Chelan County - Wenatchee Heights Road Project "Borrow Forward"
 - ii. Whitman County - Sand Road Project "Borrow Forward"
- C. Presentation on RAP Program
- D. Consider a Call For Projects 2025-27 Biennium

Action	Enclosure
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10:30 AM

4 County Presentations

- A. Adams County - Scott Yaeger (CE); Todd O'Brien (PWD)
- B. Lincoln County - Walt Olsen (interim CE); David Orvis (PWD)
- C. Whitman County - Dean Cornelison (CE); Mark Storey (PWD)

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12:00 PM

Lunch Break

5 Executive Director's Report - Jane Wall

- A. Approve Annual Certification Form
- B. Stratetgic Plan Update
- C. Director's Activities
- D. 2024 Budget Request & Legislative Session

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2:00 PM

6 Senate Transporation Committee Chair - Senator Liias

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House Transporation Committee Chair - Representative Fey

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Thursday (cont'd)

- 7 Engineering Division Report - Drew Woods, PE**
 - A. 2023-2025 Current Budget Status
 - B. 2023-2025 Supplemental Budget Request
 - C. Engineering Division Report
 - D. Update on Conditional Certificates of Good Practice

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Info	Enclosure	69 - 93
Info	Enclosure	93B coming later

- 8 IT Division Report - Eric Hagenlock**
Annual IT Certification Report

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- 9 WSACE Managing Director Report - Axel Swanson**

Info	
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- 10 Possible Executive Session**

ADJOURN

5:30 PM Board Dinner - Location: Steelhead Bar & Grill
218 N Howard St, Spokane, WA 99201

Friday County Road Projects Tour - Spokane County
8:30 AM Gather at Spokane County Public Works Building by 8:00-8:15am
12:00 PM Load bus by 8:15-8:30am, **depart promptly by 8:30am!**

12:00 PM Lunch for Bus Tour Participants - WSACE to host
1:00 PM

Chair: _____

Attest: _____

Minutes
County Road Administration Board
July 27-28, 2023
Kitsap County – Hampton Inn & Suites (Bremerton, WA)
and Zoom participation

Members Present: Rob Coffman, Lincoln County Commissioner, Chair
Grant Morgan, PE, Garfield County Engineer, Vice-Chair
Lindsey Pollock, Lewis County Commissioner, 2nd Vice Chair
Doug McCormick, PE, Snohomish County Engineer (via Zoom 7/27 only)
Eric Pierson, PE, Chelan County Engineer
Al French, Spokane County Commissioner
Art Swannack, Whitman County Commissioner

Members Absent: Brad Peck, Franklin County Commissioner
Carolina Mejia, Thurston County Commissioner

Staff Present: Jane Wall, Executive Director
Drew Woods, PE, Deputy Director
Jason Bergquist, Executive Assistant
Steve Johnson, PE, Grant Programs Manager
Mike Clark, Road System Inventory Manager
Jacque Netzer, Communications Director

Staff Present: Eric Hagenlock, IT Director
Via Zoom Derek Pohle, PE, Support, Training and Compliance Manager (7/28 only)
Brian Bailey, Design Systems & UAS Program Manager (7/28 only)
Cameron Cole, GIS Manager (7/28 only)
Liana Roberson, GIS Specialist (7/28 only)

Guests: David Smith – Mason County Engineering & Construction Mgr (7/27 only)
Loretta Swanson – Mason County Public Works Director (7/27 only)
Randy Neatherlin – Mason County Commissioner (7/27 only)
Monte Reinders, P.E. – Jefferson County Engineer (7/27 only)
Eric Kuzma – Jefferson County Asst Public Works Director (7/27 only)
Joe Rutan, P.E.– Kitsap County Engineer (7/27 only)
Jay Drye – WSDOT – Local Programs Director (7/28 only)
Axel Swanson, WSACE Managing Director (7/28 only)
Forrest Jones – Skagit County Transportation Programs Mgr (7/27 only)
Tom Weller, P.E. - Skagit County Asst County Engineer (7/27 only)
John Becker – Grays Harbor County – Interim County Engineer (7/28 only)

General Public: Rick Pfeifer – Lithfield Technologies (7/27 only)

Thursday, July 27, 2023

CALL TO ORDER

Chair Coffman called the meeting to order at 1:00 pm.

Kitsap County Chair Commissioner Charlotte Garrido welcomed the CRABoard to Bremerton and provided some opening remarks and encouraged them to explore Kitsap County while they're in town visiting.

CHAIR'S REPORT

Board Appointments

Chair Coffman read a letter from WSAC stating CRABoard Appointments for Commissioner Pollock, Commissioner French, and Grant Morgan were all re-appointed to additional 3-year terms expiring in June 2026.

Approve Agenda for July 27-28, 2023 Meeting

Commissioner Swannack moved and Commissioner French seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of April 13-14, 2023 CRABoard Meeting

Commissioner Swannack asked the Minutes be revised to remove mention of May 2023 implementation date since there had been discussion at the prior board meeting to correct the language around how to request public records both verbally and in writing. This WAC change revision will be corrected and re-submitted to the Code Reviser's Office after the board meeting, and this was also corrected in the April Board Minutes.

Eric Pierson moved and 2nd Vice Chair Pollock seconded to approve the revised minutes of the April 13-14, 2023 CRABoard meeting. **Motion passed unanimously.**

Election of Chair, Vice-Chair and Second Vice-Chair

Chair Coffman opened the floor for nominations for Chair, Vice-Chair and Second Vice-Chair.

Commissioner French made a motion to renominate the current officers to retain their positions.

Chair Coffman closed nominations.

Commissioner French moved and Eric Pierson seconded to approve a slate of officers as Commissioner Coffman as Chair, Commissioner Pollock as Vice-Chair, and Grant Morgan as Second Vice-Chair. **Motion passed unanimously.**

Public Comment Period

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

COUNTY OVERVIEW & PROJECT PRESENTATIONS

Jefferson, Kitsap and Mason counties were each invited to present to the Board an overview of their CRAB funded projects, including any challenges perhaps they're currently facing. Speakers included: Monte Reinders, P.E. (Jefferson County Engineer), Joe Rutan, P.E. (Kitsap County Engineer), and David Smith (Mason County Engineering & Construction Manager).

Chair Coffman called for a 15-min recess @ 2:15pm, and meeting resumed @ 2:32pm.

SPECIAL PRESENTATION –

Mike Clark provided the Board with an in-depth overview of the Motor Vehicle Fuel Tax (MVFT). The PowerPoint presentation will be e-mailed out to the Board at their request.

CERTIFICATIONS

Resolution 2023-005 Certifying the 2022 Master County Road Log

Mike Clark presented Resolution 2023-005 - Certifying the 2022 Master County Road Log, to reflect the county road system as of January 1, 2023. He reported that all 39 counties are compliant with the requirements, and staff recommends approval of the road log. Mr. Clark noted that this certification is on an annual basis.

Following discussion and questions, Commissioner French moved and Commissioner Pollock seconded to approve Resolution 2023-005 - Certifying the 2022 Master County Road Log. **Motion passed unanimously.**

Resolution 2023-006 Regarding Certifying MVFT Allocation Factors

Mr. Clark presented Resolution 2023-006 - Regarding Roadway Categories and Unit Costs for the 2024 and 2025 County Fuel Tax Distribution, which certifies the factors used in the computation of the fuel tax allocation to the individual counties. Staff recommends approval of the resolution. He also presented two attachments which explained the calculations and mileages for each county relating to the resolution.

Following discussion and questions, Commissioner French moved and Commissioner Swannack seconded to approve Resolution 2023-006 - Regarding Roadway Categories and Unit Costs for the 2024 and 2025 County Fuel Tax Distribution. **Motion passed unanimously.**

Resolution 2023-007 - Apportion RATA Funds to Regions

Steve Johnson presented Resolution 2023-007 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$3,794,117 deposited to the RATA for March, April, May and June 2023 be apportioned to the regions by the established 2021-23 biennium regional percentages after setting aside \$206,016 for administration.

Commissioner Swannack moved and Commissioner French seconded to approve Resolution 2023-007- Apportion RATA Funds to Regions. **Motion carried unanimously.**

Resolution 2023-008 – Establish 2023-2025 Regional Apportionment Percentages

Mr. Johnson presented Resolution 2023-008 - Establish 2023-2025 Regional Apportionment Percentages, which computes the apportionment percentages for each of the five regions as follows: 43.67% (Northeast); 10.92% (Northwest); 6.91% (Puget Sound); 23.62% (Southeast);

14.88% (Southwest); which totals to 100.00%.
Commissioner French moved and Grant Morgan seconded to approve Resolution 2023-008 - Establish 2023-2025 Regional Apportionment Percentages. **Motion carried unanimously.**

PROJECT BOARD ACTIONS

Mr. Johnson presented two RAP requests received from Skagit and Jefferson Counties that need CRABoard approval. Skagit County has requested to “borrow ahead” its remaining \$354,479 in 2025-2027 RATA project funding to construct its Pioneer Highway (Project #2923-01) in 2023.

Commissioner French moved and Commissioner Swannack seconded to approve Skagit County’s request to borrow ahead needed remaining funds in 2025-2027 RATA funding. **Motion carried unanimously.**

Jefferson County has requested to “borrow ahead” its remaining \$223,300 in 2025-2027 RATA project funding in order to construct its Center Road Project (#1622-01) in 2023.

Commissioner Swannack moved and Eric Pierson seconded to approve Jefferson County’s request to borrow ahead needed remaining funds in 2025-2027 RATA funding. **Motion carried unanimously.**

Chair Coffman adjourned meeting at 3:28pm.

Friday, July 28, 2023

Chair Coffman called the meeting to order @ 8:32am.

WAC CHANGES

Drew Woods and Steve Johnson presented proposed WAC changes to the Standards of Good Practice, County Ferry Capital Improvement Program, and the Rural Arterial Program (RAP) as follows:

Standards of Good Practice

WAC 136-14-060 – Priority Programming

- Incorrect submittal date reference – Road Log
- Change from May 1st to April 1st
- Use CR-105 – Expediated Rule Making
- Amend Chapter 136-14-060

WAC 136-14-20 – Inspection of Bridges on County Roads

- Changes adopted by FHWA May 6, 2022
- Coordinate with Local Programs to ensure both agency’s needs are met
- Changes for Board to review at the July meeting
- Public hearing at October 26, 2023 Board meeting
- Amend 136-20-020, 030, 040

County Ferry Capital Improvement Program

WAC 136-400 – County Ferry Capital Improvement Program (CFCIP)

- Change the name of the Public Works Board program
- Amend Chapter 136-400-050, 060

Rural Arterial Program (RAP)

Goals of the review:

- Improve project delivery by counties
- Improve clarity of program requirements
- Ways to reduce RATA balance
- Either codify or eliminate the “unwritten” RAP rules
- Implement changes in 2023
- Next call for projects begins January 1, 2024
- Several items overlap with Grant Program Effectiveness Study for 23-25 biennium

Specific project items:

- Previous “unwritten” rule – If urban in nature, not allowable
- Prohibited items like ADA, sidewalk, illumination, etc.
- Change – If county feels item meets warrant, need, requirement then allow.
- No WAC changes required. Only elimination of unwritten rule.

Require regions to allow all project types:

- Northwest & Southwest Region – No bridges
- Reduces the pool of available projects
- Prohibits CRAB from assisting counties with emergent needs
- Amend Chapter 136-130-020

Standardize project estimate for final prospectus

- Current system does not require counties to account for inflation.
- Have counties submit estimate using today’s prices
- CRAB will automatically apply a standardized inflation factor
- Working with the State Economic and Revenue Forecast Council
- Duration of factor dependent on project type.
 - For example: 2R – 2 years 3R – 4 years Bridges – 6 years
- Automatically calculate funding for preliminary engineering, construction engineering, and contingencies.
- Amend Chapter 136-161-050

Eliminate project type funding sublimits

- Forces county to wait for funding over multiple bienniums
- Change will result in fewer projects, but faster funding of approved projects
- Amend Chapter 136-161-080

Allow counties to request advanced funding for projects.

- Must be a Board approved project ready for construction before the final RATA allocation has been made
- Fiscally constrained – Only approved if RATA balance sufficient
- Request after county certifies 90% design
- Approval at Executive Director level

- Create Chapter 136-161-120

Allow request for additional funds after bid opening

- Use current framework of WAC 136-165
 - Maximum 25% increase
 - Project within original scope with justifiable changes
 - Funds available within existing RATA balance
- Request between bid opening and contract award
- County receives additional funding but decrease future available funding
- Approval at Executive Director level due to time constraints between bid opening and bid award
- Amend Chapter 136-165-010, 020, 030

Indirect costs

- Salaries and benefits okay
- Applying a fixed percentage to all expenses per an indirect cost plan is not okay
- Clarifies an “unwritten” rule
- Amend Chapter 136-180-030

Proposed WAC Changes –

Mr. Woods requested the Board set a public hearing at the next board meeting on Thursday, October 26, 2023 (time TBD). CRAB staff will do an additional round of outreach to the counties. Comments and any recommended changes will be presented at the October 26, 2023 meeting.

Eric Pierson moved and Commissioner Swannack seconded to approve setting a public hearing for public comments and adoption at the Board Meeting on October 26, 2023 (time TBD).

Motion passed unanimously.

EXECUTIVE DIRECTOR’S REPORT

Jane Wall reviewed the current Strategic Planning Update with the CRABoard and provided some commentary on where things are progressing.

Ms. Wall shared the new CRAB logo and its rollout in the weeks ahead. She spoke about the new cadence of the monthly communications newsletter which replaced the quarterly board reports.

CRAB Staff have been on the road visiting many counties across the state, holding meetings and trainings, staff have also been attending conferences (Esri/GIS-Mo – Cameron & Liana), CRAB will also have a greater presence at the County Leaders Conference this Fall (Spokane). Ms. Wall and a few CRABoard members recently attended the National Association of County Officials (NACo) Conference in July 2023 down in Austin, TX.

CRAB (Jane & Drew) continue to provide support to FMSIB while they’re working on recruitment for a new Executive Director, our current contract has been extended through August 2023. Jay Drye (WSDOT – Local Programs) thanked Jane & Drew for their support in helping FMSIB.

Legislative Priorities – Next Steps

Ms. Wall shared that while CRAB received funding for our grant programs, our requests for additional money to support activities we provide related to compliance and the needs of the counties were denied. We've asked for \$250K – new study money – to look at fully funding programs, 1-2 FTE's (Federal Fund Facilitators) to help secure federal fund dollars, and \$480K for ongoing software licensing needs. Unfortunately, the Legislature chose to fund all of those asks through existing Rural Arteral Program (RAP) revenues instead of new appropriations.

While not only being disappointed with these decisions, we are concerned using the Rural Arteral Program to fund some of the activities, namely the Federal Fund Facilitators, is an inappropriate use of those dollars. As a result, we solicited an A.G. opinion on the matter. The AG's office agreed, and as such, we'll be asking for reconsideration of this new money in the supplemental 2023-2025 budget.

Deputy Director Report

Drew Woods thanked Derek Pohle and Steve Johnson for their hard work with the CRAB IT Team to get the SmartSimple implementation close to the finish line. There is still some work to do, but we are on track to implement SmartSimple to replace CARS for the December reporting and to replace RAP online this fall before the start of the next call for projects.

Speaking of RAP, the revenue outlook for RAP continues to look more positive. Not because motor vehicle fuel tax revenues are forecast to increase (they aren't), but because the forecast revenue from the electric vehicle registration renewal fee continue to rise. While CRAB and the county's MVFT funded programs continue to forecast to be stagnant over time, the EV fee is one that continues to increase with each transportation revenue forecast.

County Engineer Appointments

Mr. Woods shared the appointment of James Wege, P.E. as County Engineer for Garfield County which took effect on April 17, 2023. Doug Ranney, P.E. began as Whatcom County Engineer on July 1, 2023 following the retirement of Jim Karcher. On July 5, 2023, Seth Scarola was appointed as Klickitat County Engineer, a role in which he had been serving as interim County Engineer since the departure of Gordon Kelsey in December 2022.

County Engineer Vacancies

There are 3 active county engineer vacancies in Asotin, Grays Harbor, and Pend Oreille counties. John Becker, PE is serving as interim County Engineer for Grays Harbor County. Don Ramsey, PE is serving as interim County Engineer for Pend Oreille County while they're actively recruiting to fill the position.

County Audit Reviews

According to the State Auditor's Office (SAO), there were 18 county audits – 9 Financial and 9 Accountability – with a total of 7 findings and 2 management letters sent out. Adams County received a letter regarding updating their indirect cost allocation plan. Benton County received a finding for their incorrect accounting of Covid relief money, GASB 34 infrastructure capitalization. Pend Oreille County also had a finding for incorrect use of Covid relief money to pay back ER&R for replacement rate holiday in 2021.

RAP Program Status

The RAP Program Status summary sheet presents an at-a-glance summary of the number of active RAP projects, project status, account total historic revenue and usage (which includes \$182.6M Total RATA obligated to currently active projects), and summarizes the most recent quarterly revenues and expenses.

Completed Road Projects

Mr. Woods shared some before & after photos and project highlights for a few completed road projects, including *Cunningham Road* – 2R-0117-02 (Adams County); *Mill Creek Road* – RC-3616-01 (Walla Walla County); and *Klondike Road* – 2R-1019-01 (Ferry County).

Regional RAP Meetings

Regional meetings were held on the road across the state in June 2023. Topics covered:

- Funding and project status for the RAP program, as summarized on the RAP Program Status Report.
- Legislative budget and impact – reduced MVA transfer, but is not expected to impact currently active projects.
- Reviewed all active RAP projects with a high-level (construction-centric) project status overview.
- RAP Online is being replaced using a SmartSimple application. There are obvious differences in visuals and navigation through the site, but the process is designed to remain similar to current practice.
- Several proposed WAC changes were presented with opportunity for discussion. Most proposed changes had little to no comment, with a couple proposals resulting in mild analysis.

Current & Previous Board Actions

Project Actions taken by CRAB staff were then briefly shared on screen, followed by an update on Previous Board Actions taken. Mr. Woods called out Grays Harbor County's Garrard Creek Road extension which the Board had previously granted a 1-year extension to reach construction. This project has now been advertised for construction (as of June 2023), which meets the construction lapse requirement. The others county projects listed are still in process, and Steve Johnson noted that 2 more county projects will now be added to the list. Columbia County's loan through the Emergency Loan Projects (ELP) for Road, Bridge, and Streambank Repairs damaged in Flooding Event (Original Loan: \$500K) is due April 2024 per amended contract term. Including simple interest, the single loan amount still due is now \$515,158.33. Mr. Woods also mentioned that 8 counties had taken advantage of Resolution 2022-010 which allowed RATA funding for projects reaching construction in 2023/24, so those counties were granted contract amendments for reaching construction in 2023 (total to date \$1,595,000), which will help bring the balance down as we get that money out to construction.

Budget Update

2021-2023 Biennium Closeout

- Closeout not complete due to last minute expenditures, grant reimbursements, and FMSIB reimbursement
- Came in under budget for operating and grant programs:

- Approximate \$450,000 underspend in Operating
- \$250,000 in MVA operating. This underspend will go out to counties through CAPP.

2023-2025 Supplemental Budget Request

- 23-25 Budget appropriated \$422,000 in RATA funding for federal funds facilitator positions at CRAB.
- Received informal opinion from the State AG’s Office that not an appropriate use of RATA funds.
- Will be requesting Legislature fund program from MVA so it can be implemented as proposed.
- 23-25 Budget appropriated \$482,000 in RATA funding for increased software license fees.
- Most of the software is not used by RATA. Software is to complete statutory duties of CRAB.
- Will be requesting Legislature fund the increased software costs at an appropriate split between MVA, CAPA, and RATA.
- 21-23 Supplemental Budget decreased the transfer from the MVA to RATA by \$4,487,000.
- The previous transfer amount had been used to determine program funding and has been allocated to projects.
- Will be meeting with OFM staff to determine if it is feasible to request the funding be restored through the 23-25 supplemental budget.

IT Division Report

Eric Hagenlock shared the 2023 IT Strategic Plan Update noting that OCIO Policy 112 (Technology Portfolio Foundation) requires each agency to establish an IT strategic plan in support of the agency business strategic plan. This policy also requires the IT strategic plan be accessible on our public facing website: <https://www.crab.wa.gov/services/crab-information-services/2023-information-services-strategic-plan>

Agency Strategic Goals:

- Provide Innovative Solutions (**Innovate**), Optimize Resources for County Transportation Needs (**Optimize**), and Magnify CRAB Presence and Credibility (**Magnify**).

IT Strategic Goals:

In support of these, IT strategic goals are **Data Integration** (innovate, optimize, and magnify), **Organization Project Management** (optimize), **Legacy System Modernization** (innovate, optimize), and **Customer-first Experience** (optimize, magnify).

Mr. Hagenlock mentioned that the single words in parenthesis next to each IT strategy indicate which business strategy this is in response to.

Organizational project management (OPM) is one of the IT strategies identified and looks at how all projects are managed from a higher level. It connects all projects across departments with your broader business goals. OPM consists of three major components: Project

Management (individual level), Program Management (goal level), and Portfolio Management (executive level).

Benefits:

Through better defined project management practices and objective data for decision making, OPM has been proven successful in improving predictable outcomes on future projects, leads to higher customer satisfaction, and overall higher productivity.

The current IT portfolio includes seventeen projects in-progress, with another four approved and upcoming, and eight requests awaiting consideration. Below are a quick summary of how these projects align with CRAB Agency/IT strategic goals.

Mobility© Decommissioning

Mobility© is our outgoing road log inventory system of more than two decades. GIS-Mo replaced Mobility© in 2021 after four years in implementation. Mike Clark, CRAB Road System Inventory Manager, is developing the MVFT distribution factors presented at the July 2023 Board Meeting for the first time using the new GIS-Mo system.

CRAB had extended our support of Mobility© to 2024 as we encountered some unanticipated challenges during GIS-Mo go-live. However, Scott Campbell, CRAB IT Systems Security Engineer, received notice the server resource hosting Mobility© for 36 of 39 counties would no longer receive *any* security updates starting October 1st, 2023! The risk is too great for CRAB to continue using this resource even one day into no security updates as it is well-known how vulnerable this resource is to ransomware and other compromising cybersecurity threats.

After extension outreach and engage through surveys, the monthly GIS-Mo Forum, and one-on-one county interactions, CRAB has developed initiatives to meet county business needs and allow us to **decommission Mobility© in September 2023**, ahead of the October 1st deadline.

ESRI User Conference 2023

In support of CRAB strategy of Magnify CRAB Presence and Credibility, Cameron Cole, GIS Manager and Liana Roberson, GIS Specialist presented on GIS-Mo at the 2023 ESRI User Conference in San Diego, CA. They received great engagement from attendees, accolades from their peers afterwards, and even bumped into a few county road staff in sunny California! In addition to exposing GIS-Mo and the great work done by Washington Counties and CRAB, several innovative solutions were discussed to improve GIS-Mo overall for years to come.

CARS/RAP SMARTSIMPLE SaaS IMPLEMENTATION

CRAB Staff consisting of Donna Quach (Software Engineer), James Rea (Software Engineer), Derek Pohle, PE (Support, Training, and Compliance Manager), Steve Johnson, PE (Grants Program Manager), Scott Campbell (IT System Security Engineer), and Angela Rice (IT Systems Administrator) completed a yearlong implementation of SmartSimple in conjunction with vendor implementation team.

Mr. Hagenlock mentioned this project replaces the in-house developed CARS and RAP Online web applications with a Software-as-a-Service (SaaS) solution. This will allow CRAB to adapt to changes in programs, statutes, and technology more rapidly with fewer labor resources spent on custom development and testing.

This project was completed with a grant of \$300,000 in study funds from the Washington State Association of Counties (WSAC) and came in on-time and under budget.

Mr. Hagenlock ended with sharing on-screen a graphic illustrating Fiscal Year 2023 IT Metrics.

WSACE Managing Director – Axel Swanson

Mr. Swanson reported on the activities of the Washington State Association of County Engineers (WSACE) and its very busy legislative session. He covered most of that during the April CRAB Board meeting, so he focused on interim activities since then.

WSACE hosted both Eastside and Westside membership meetings and worked through its elections process for the Board of Directors ahead of the Annual Conference in June.

The WSACE Annual Conference took place June 26-29th at the Hotel Murano in Pierce County. They worked hard with the WSAC Communications & Member Services staff to deliver a great agenda packed with educational content and enjoyable opportunities for members to network with colleagues from around the state.

The Board and Managing Director are now focusing on pulling together subcommittees to update both its strategic plan and legislative priorities documents prior to the November 2023 County Leaders Conference.

Mr. Swanson continues to participate in legislative workgroups, meet with agencies regarding regulatory challenges and rulemaking, and draft documents related to WSACE studies and projects.

WSACE members continue to participate on many boards, committees, and work groups related to county transportation and infrastructure during the interim. Examples include: WDFW Statewide Salmon Strategy Assessment, WDFW Fish Passage Rule Making, Fish Barrier Removal Board, Pedestrian and Bicycle Program (PBP) and Safe Routes to School Program (SRTS), the State Transportation Innovation Council (STIC), MRSC workgroup to determine the ability of local jurisdictions to deliver state projects, a review of CRAB's grant programs, and strategic planning for statewide truck parking solutions. WSACE is also working with WSDOT Local Programs to develop a new Federal Fund Exchange Pilot Program.

Finally, requests for presentations have increased considerably, starting with the Washington State Good Roads Association in August, and APWA and IACC in October.

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

Chair Coffman adjourned the meeting at 11:32 am.

Chair

Attest



2024 CRABoard Meeting Schedule (proposed)

January 18-19, 2024 CRAB Office, Olympia
 *Start @1:30pm instead of 1pm (due to LSC)

April 25-26, 2024 CRAB Office, Olympia

July 25-26, 2024 Proposed: Port Angeles
 Thurs, July 25 Board Meeting (all-day)
 Friday, July 26 County Projects Tour

October 24 - 25, 2024 Proposed: Walla Walla

- January 18- WSAC LSC Zoom Meeting (8am - 1pm)
- January 19 - FMSIB (Olympia)
- **January 17-18 - Transportation Commission (WSTC)
- January 25-26 - TIB Mtg (Olympia)
- January 26 - WSAC LSC Legislative Update (12 - 1pm)
- February 1- WSAC LSC Zoom Meeting (8am - 1pm)
- April 15-19 - NACE Annual Conference (Palm Springs, California)
- **April 17-18 - Transportation Commission (WSTC) April
- 10-11 - APWA Spring Meeting (Vancouver)
- **July 10-14 or July 17-21 - LakeFair (Olympia)
- **July 17-18 - Transportation Commission (WSTC)
- July 12-15 - NACo Annual Conference, Tampa, Florida
- October 9-10 - APWA Fall Meeting (Kennewick)
- **October 16-17 - Transportation Commission (WSTC)

**Best guess based on prior years' scheduling
*All meetings are scheduled to begin at 1:00 pm the first day and
 to reconvene at 8:30 am the second day*



PROPOSED RULE MAKING

CR-102 (July 2022)
(Implements RCW 34.05.320)
Do **NOT** use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: September 19, 2023
TIME: 10:52 AM

WSR 23-19-079

Agency: County Road Administration Board

Original Notice

Supplemental Notice to WSR _____

Continuance of WSR _____

Preproposal Statement of Inquiry was filed as WSR _____ ; or

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

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

Proposal is exempt under RCW .

Title of rule and other identifying information: (describe subject) Amending WAC 136-12, 136-14, and 136-20 to make changes to the standards of good practice. Amending WAC 136-130, 136-161, 136-165, and 136-180 to make changes to the rural arterial program. Amending WAC 136-400 to change outdated program titles.

Hearing location(s):

Date:	Time:	Location: (be specific)	Comment:
October 26, 2023	8:45am	1116 West Broadway Ave Spokane, WA 99260	CRABoard meeting will be held in the Spokane County Commissioners hearing room #100. Zoom attendance is available.

Date of intended adoption: October 26, 2023 (Note: This is **NOT** the **effective** date)

Submit written comments to:

Name: Drew Woods

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

Email: Drew.Woods@CRAB.Wa.Gov

Fax: N/A

Other:

By (date) October 20, 2023

Assistance for persons with disabilities:

Contact Drew Woods

Phone: 360.753.5989

Fax: N/A

TTY: 800.883.6384

Email: Drew.Woods@CRAB.Wa.Gov

Other:

By (date) October 20, 2023

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

Reasons supporting proposal: WAC 136-12 and 136-14 are being updated to correct reference to other chapters of WAC that have been updated previously. WAC 136-20 is to update the standard of good practice for bridge inspection to current federal standards. WAC 136-130, -161, -165, and -180 are being amended to streamline the rural arterial program to facilitate faster project delivery and add ability to fund project increases. WAC 136-400 is being amended to bring outside grant program titles to current titles.

Statutory authority for adoption: Chapter 36.78.070 RCW

Statute being implemented: Chapter 36.78.070(1), 36.78.070(6), and 36.79.060(1) RCW

Is rule necessary because of a:

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

If yes, CITATION:

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

Type of proponent: Private Public Governmental

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

Name of agency personnel responsible for:

	Name	Office Location	Phone
Drafting:	Drew Woods, Steve Johnson, Derek Pohle	2402 Chandler Ct SW, Suite 240; Olympia, WA 98504	360.753.5989
Implementation:	Steve Johnson, Derek Pohle	2402 Chandler Ct SW, Suite 240; Olympia, WA 98504	360.753.5989
Enforcement:	Drew Woods	2402 Chandler Ct SW, Suite 240; Olympia, WA 98504	360.753.5989

Is a school district fiscal impact statement required under [RCW 28A.305.135](#)? Yes No

If yes, insert statement here:

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

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

Is a cost-benefit analysis required under [RCW 34.05.328](#)?

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

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

No: Please explain: Proposed rule relates only to internal governmental operations that are not subject to violation by a nongovernment party

Regulatory Fairness Act and Small Business Economic Impact Statement

Note: The [Governor's Office for Regulatory Innovation and Assistance \(ORIA\)](#) provides support in completing this part.

(1) Identification of exemptions:

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see [chapter 19.85 RCW](#)). For additional information on exemptions, consult the [exemption guide published by ORIA](#). Please check the box for any applicable exemption(s):

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

Citation and description:

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

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

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

- | | |
|--|---|
| <input checked="" type="checkbox"/> RCW 34.05.310 (4)(b)
(Internal government operations) | <input type="checkbox"/> RCW 34.05.310 (4)(e)
(Dictated by statute) |
| <input type="checkbox"/> RCW 34.05.310 (4)(c)
(Incorporation by reference) | <input type="checkbox"/> RCW 34.05.310 (4)(f)
(Set or adjust fees) |
| <input checked="" type="checkbox"/> RCW 34.05.310 (4)(d)
(Correct or clarify language) | <input type="checkbox"/> RCW 34.05.310 (4)(g)
(i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit) |

This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.025](#)(4) (does not affect small businesses).

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

Explanation of how the above exemption(s) applies to the proposed rule:

(2) Scope of exemptions: *Check one.*

- The rule proposal is fully exempt (*skip section 3*). Exemptions identified above apply to all portions of the rule proposal.
- The rule proposal is partially exempt (*complete section 3*). The exemptions identified above apply to portions of the rule proposal, but less than the entire rule proposal. Provide details here (consider using [this template from ORIA](#)):
- The rule proposal is not exempt (*complete section 3*). No exemptions were identified above.


(3) Small business economic impact statement: *Complete this section if any portion is not exempt.*

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

- No Briefly summarize the agency's minor cost analysis and how the agency determined the proposed rule did not impose more-than-minor costs. _____
- Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses and a small business economic impact statement is required. Insert the required small business economic impact statement here:

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

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

Date: September 18, 2023	Signature: 
Name: Jane Wall	
Title: Executive Director	

AMENDATORY SECTION (Amending WSR 19-04-048, filed 1/29/19, effective 3/1/19)

WAC 136-12-045 Notification of hiring. When final arrangements for the employment of a new county engineer have been made, the county legislative authority or the county executive shall, within five business days, notify the county road administration board in writing and shall include the following information: Name of new county engineer, Washington professional civil engineer registration number, start date, and contact information, including an email address when available. In addition, the notification shall include a copy of the organization chart detailing the responsibilities of the county engineer if there is an adopted change, WAC ((~~136-50-051~~) 136-50-050(1)), and a copy of the appointment resolution, letter of appointment, or copy of the meeting minutes of the legislative authority recording the appointment.

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

WAC 136-14-060 Inventory records. Each priority programming process will be based, at least in part, on existing road conditions. It is required, therefore, that in each county an adequate road inventory system be maintained. The inventory system shall be updated no later than ((May)) April 1st of each year to reflect work done and improvements made during the previous year in accordance with requirements of chapter 136-60 WAC.

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

WAC 136-20-020 Inventory. Each county engineer shall have available in his or her office a complete inventory of all National Bridge Inventory (NBI) bridges on the county road system. The inventory shall list the location of each bridge by the state road log number and appropriate milepost, and shall include such other information as the engineer deems necessary. In addition, all data required for the current Washington state bridge inventory (~~(system (WSBIS))~~) database system as maintained by the Washington state department of transportation (WSDOT) shall be submitted to the WSDOT local programs bridge engineer (~~(on appropriate media furnished or otherwise approved by the WSDOT)~~). It is highly recommended that each county engineer maintain a similar inventory of the short span bridges, drainage structures, and large culverts on the county road system.

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

WAC 136-20-030 Inspection. Each county engineer shall be responsible for all (~~(routine and special)~~) NBI inspections of all NBI bridges on the county road system in accordance with the National Bridge Inspection Standards (NBIS) as promulgated and periodically revised by the WSDOT local programs office. The county engineer shall (~~(note the date of all inspections and any changes since the previous inspection on the bridge inspection report and the WSBIS form and submit all such forms to the WSDOT local programs bridge engineer)~~) ensure all inspection data is reported to the current Washington state bridge inventory system within (~~(ninety)~~) 90 days of each inspection. It is highly recommended that each county engineer perform routine inspections of the short span bridges, drainage structures, and large culverts on the county road system.

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

WAC 136-20-040 Certification. Prior to April 1st of each calendar year, the WSDOT director of local programs will provide the following to the county road administration board(~~(:~~

~~(1) A listing on a county-by-county basis of all county NBI bridges which have not had a regular WSBIS and bridge inspection report submitted within the previous thirty months; and~~

~~(2) A listing on a county-by-county basis of all county NBI bridges which have not had a required special inspection report submitted within six months after the required inspection date; and~~

~~(3))~~ a listing of all counties which are not in compliance with the requirements of the National Bridge Inspection Standards and the status of efforts toward achieving such compliance.

Any county which is not in compliance with the NBIS (~~(or has a bridge or bridges on any of the above listings)~~) shall be assumed to be (~~not in~~) out of compliance with bridge inspection procedures.

WAC 136-130-020 Priorities by project type. The county road administration board has determined that the interests of the counties in the several regions will be best served by encouraging development of distinct project priority rating systems for each region.

There shall be five project types eligible for RATA funding, with each having separate rating systems for project ranking and selection. The five project types include:

(1) Reconstruction - Emphasis on alignment and grade changes on 50 percent or more of the project length, and may include additional travel lanes and right of way costs.

(2) 3R - Resurfacing, restoration, and rehabilitation - Primary focus on extending the service life of existing facility involving less than 50 percent vertical or horizontal changes, and on safety improvements. Right of way costs are eligible for RATA reimbursement as a part of this project type.

(3) 2R - Resurfacing and restoration - Primary focus on restoration of the pavement structure on the existing vertical and horizontal alignment and spot safety improvements. Minor widening costs are allowed as a part of this project type. Right of way costs are not eligible for RATA reimbursement in this project type.

(4) Intersection - 3R or reconstruction work limited to the vicinity of an existing intersection, and may include additional travel lanes and right of way costs.

(5) Bridge and drainage structures - Replacement or major rehabilitation of an existing bridge or other drainage structure, and may include additional travel lanes and right of way costs. The bridge or drainage structure(s) cost must be a minimum of 50 percent of the overall project cost.

(a) All National Bridge Inventory (NBI) listed structures are eligible for replacement or rehabilitation. Rehabilitation is the major work required to restore the structural integrity of a bridge as well as work necessary to correct major safety defects.

(b) All non-NBI structures are eligible for replacement of the existing structure.

In consultation with the individual regions, the executive director shall approve the various forms and procedures necessary to allocate available RATA funding, consistent with RCW 36.79.080.

These project types shall be available for each region, and no regional sublimits shall apply for project types.

AMENDATORY SECTION (Amending WSR 11-05-005, filed 2/3/11, effective 3/6/11)

WAC 136-161-050 RAP program cycle—Final prospectus. By September 1st of each even-numbered year prior to a funding period, each eligible county shall submit a final prospectus for each project for which it seeks RATA funds. Each final prospectus shall be submitted on forms provided by the county road administration board and shall include a vicinity map, a typical cross-section (existing and proposed), and, if a design deviation is required, an evaluation and determination by the county engineer. If a project is for the improvement of a road which continues into an adjacent county and the project terminus is within (~~one thousand~~) 1,000 feet of the county line, the prospectus shall include a statement signed by the county engineer of the adjacent county certifying that the adjacent county will cooperate with the applicant county to the extent necessary to achieve a mutually acceptable design. All final prospectuses shall indicate that the design of the project shall begin not later than one year from the date of project approval by the county road administration board, and that construction of the project shall begin not later than six years from the date of project approval by the county road administration board. All final prospectuses shall come from the pool of preliminary prospectuses submitted and field reviewed as specified in WAC 136-161-030 and 136-161-040. All counties shall use current cost pricing to estimate project costs. Inflation and contingency rates will be applied by the county road administration board based upon project type.

AMENDATORY SECTION (Amending WSR 21-22-083, filed 11/1/21, effective 12/2/21)

WAC 136-161-080 Limitations on allocations of RATA funds to counties. For any project program period, no county shall receive a RATA fund allocation greater than the following maximum project RATA contribution, or percentage of the forecasted regional apportionment amount:

- (1) PSR: No maximum project RATA contribution; 40(~~(%)~~) percent limit on percentage of the forecasted regional apportionment amount;
- (2) NWR: No maximum project RATA contribution; (~~twenty~~) 20 percent limit on percentage of the forecasted regional apportionment amount;
- (3) NER: No maximum project RATA contribution; (~~maximum RATA contribution to each county for 2R and drainage projects combined is seven hundred fifty thousand dollars; twelve and one-half~~) 12 1/2 percent limit on percentage of the forecasted regional apportionment amount;
- (4) SWR: No maximum project RATA contribution; (~~fifteen~~) 15 percent limit on percentage of the forecasted regional apportionment amount;
- (5) SER: No maximum project RATA contribution; percentage varies by county as follows:

- | | |
|-------------------|------------------|
| (a) Asotin County | ten percent |
| (b) Benton County | fourteen percent |

(c) Columbia County	eleven percent
(d) Franklin County	thirteen percent
(e) Garfield County	ten percent
(f) Kittitas County	thirteen percent
(g) Klickitat County	fourteen percent
(h) Walla Walla County	fourteen percent
(i) Yakima County	twenty percent

(6) The county limits for all eligible and applying counties in each region will be adjusted to include by equal share the funding limit of any ineligible or nonapplying county.

(7) Projects must have a total estimated cost of (~~two hundred fifty thousand dollars~~) \$250,000 or greater to be eligible for RATA funding.

NEW SECTION

WAC 136-161-120 RAP program advancing RATA funds. (1) Counties may request advancing RATA funds for partially funded projects. Such a request by a county shall demonstrate the ability to proceed with the project ahead of the regular funding schedule, and shall acknowledge that advancing RATA funds will correspondingly reduce the limit of RATA funds that may be allocated to the county in the next project program period.

(2) In considering a request to advance RATA funding, the county road administration board will review the county's justification, the current RATA account balance, expected reimbursements, and the most current transportation revenue forecast.

(3) The executive director shall approve or deny a county's request for advancing RATA funds.

(a) If the request is approved, in whole or in part, the executive director is authorized to execute an amendment to the CRAB/county contract. Upon execution of a contract amendment under this chapter, the executive director will advise board members of the amendment details at the next CRAB board meeting.

(b) If the request is denied, in whole or in part, the county may appeal the executive director's decision at the board's next regularly scheduled board meeting.

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

WAC 136-165-010 Purpose and authority. RCW 36.79.150 provides for increasing the amount of RATA funds allocated to a project. This chapter describes the manner in which counties may request an increase in the amount of RATA funds allocated to a project and the manner in which the county road administration board will respond to such requests. (~~This chapter will apply only to projects for which RATA funds have been allocated after July 1, 1995.~~)

AMENDATORY SECTION (Amending WSR 21-22-083, filed 11/1/21, effective 12/2/21)

WAC 136-165-020 Requirements for consideration of RATA fund increases. (1) When a county submits its final prospectus as described in WAC 136-161-050, the county road administration board presumes that the amount of RATA funds requested, plus any non-RATA funds that may be designated for the project, are sufficient to fully, and in a timely manner, complete the project as described.

(2) All cost increases during the course of construction shall be the responsibility of the county. In extraordinary circumstances, a county may request an increase in the amount of RATA funds allocated to a project. A county may request an increase in a project's RATA allocation once during the course of a project's development, and such request may occur only after completion of preliminary engineering, but prior to commencing construction. A project shall be considered to have commenced construction if:

(a) The construction contract for the work has been awarded; or

(b) If done by county forces, the work has commenced, except for construction engineering.

Requests for increases in excess of (~~twenty-five~~) 25 percent of the original RATA allocation will not be considered or granted; the county must secure other funds, withdraw or request the termination of the project, or request a change in scope and/or project limits. If current funding sources are not sufficient to cover the costs beyond a (~~twenty-five~~) 25 percent increase, the county may resubmit the same project for funding in the next funding period. Upon funding of the new project by the county road administration board, the previous contract shall become void. All RATA funds expended on the previous contract shall be repaid to the county road administration board unless waived by the county road administration board in keeping with provisions of WAC 136-167-030.

(3) A request by a county for an increase in RATA funds allocated to a project shall demonstrate that:

(a) The county at the time of preparing its final project prospectus considered the factors listed in subsection (4) of this section;

(b) The request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in subsection (5) of this section;

(c) It is not feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RA-TA allocation;

(d) The request is not to pay for an expansion of the originally approved project;

(e) If the work is to be done by contract, the county has supplied to the CRABoard, an updated engineer's cost estimate prior to, and within three months of, advertisement of the project for construction bids; and

(f) If the work is to be done by county forces, the county has supplied to the CRABoard, an updated engineer's cost estimate prior to, and within three months of, commencement of the work.

(4) At the time of preparation and submittal of the final project prospectus, a county is expected to consider all information which may affect the cost of the project. In cases where the information is incomplete or poorly defined, the county is to exercise good professional judgment and/or seek outside professional assistance and advice in order to prepare a reasonable RATA fund request. The information which a county is expected to consider includes, but is not limited to, the following:

(a) The availability at the needed time of matching funds and other supplementary funds;

(b) All technical data reasonably available such as topographic maps, reconnaissance reports, surface and subsurface geotechnical data, hydraulic and hydrological data, sources of materials, applicable design standards, and any earlier preliminary engineering;

(c) Required permits, including preproject scoping consultations with the permitting agencies and an estimate of the costs of complying with permit requirements;

(d) Required right of way or other easements, and the time and cost of acquisition;

(e) Availability of qualified contractors to perform the work;

(f) Ownership, type, amount, and time requirements of any required utility relocation;

(g) Historical and projected labor, equipment and material costs; and

(h) The project development timetable leading to completed construction and the interrelation of this project to all other work activities under the control of the county engineer.

(5) The county road administration board will increase RATA funds allocated to a project only if it finds that the request for an increased allocation is based on extraordinary and unforeseeable circumstances, including but not limited to the following:

(a) The county relied on existing technical data which were later found to be in error, and which will necessitate a significant design change prior to proceeding with construction;

(b) Project permit requirements were substantially changed, or new permits were required;

(c) Supplementary funds, such as impact fees, developer contributions, grants, etc., which were forecasted to be available for the project, were withdrawn or otherwise became unavailable;

(d) Design or other standards applicable to the project were changed; ((and/or))

(e) The start of construction will be significantly delayed or additional construction requirements will be added as a direct result of legal action; provided however, that the failure of a county to ex-

ercise its statutory powers, such as condemnation, will not be grounds for increasing RATA funds((-

~~(6) Extraordinary and unforeseeable market-wide fluctuations in standard bid item costs will not be considered a basis for project cost increases by the county road administration board); and/or~~

(f) The lowest responsive bid for construction exceeds the amount of available funding for construction; provided that said bid is determined by the county engineer to be reasonable and the increased cost of the bid can be justified.

AMENDATORY SECTION (Amending WSR 11-05-005, filed 2/3/11, effective 3/6/11)

WAC 136-165-030 County road administration board evaluation, consideration and action. (1) In deciding whether to grant a request for a RATA allocation increase submitted under the provisions of WAC 136-165-020, the county road administration board will consider the following factors:

(a) Whether the county, at the time of preparing its final project prospectus, considered the factors listed in WAC 136-165-020(4);

(b) Whether the county's request for an increased allocation is based on extraordinary and unforeseeable circumstances of the type listed in WAC 136-165-020(5);

(c) Whether it is feasible to reduce the scope and/or project limits so the project can be substantially constructed within the initial RATA allocation;

(d) Whether the request is to pay for an expansion of the project; and

(e) Whether the increased allocation will have an adverse effect on other approved or requested RATA funded projects.

(2) ~~((If the county road administration board finds that an increase in RATA funds for a previously approved project is justified, some or all of the requested increase may be allocated.))~~ The executive director shall approve or deny a county's request for additional funds.

(a) If the request is approved, in whole or in part, the executive director is authorized to execute an amendment to the CRAB/county contract. Upon execution of a contract amendment under this chapter, the executive director will advise board members of the amendment details at the next CRAB board meeting.

(b) If the request is denied, in whole or in part, the county may appeal the executive director's decision at the board's next regularly scheduled board meeting.

AMENDATORY SECTION (Amending WSR 21-22-083, filed 11/1/21, effective 12/2/21)

WAC 136-180-030 Voucher approval. The county constructing each RAP project may submit vouchers monthly as the work progresses and shall submit a final voucher after completion of each RAP project for the payment of the RATA share of the project cost. Each voucher shall include total project costs to date, including costs covered by other funding sources. The county shall include with each voucher sufficient documentation to verify costs. Reimbursable costs include all eligible direct costs for the design phase, right-of-way phase in allowed regions, and construction phase. Indirect costs including overhead and support services shared by multiple department's programs or funds such as accounting, payroll, administrative, or human resources salaries and benefits and information technology services for the municipality shall not be (~~included~~) reimbursed. The chair of the county road administration board or his/her designee shall approve such vouchers for payment to the county submitting the voucher.

AMENDATORY SECTION (Amending WSR 08-10-026, filed 4/28/08, effective 5/29/08)

WAC 136-400-050 Project application. Upon a call for projects by the county road administration board, each application by a county for county ferry capital improvement funds shall be made no later than December 31st of the same year.

Project applications shall be submitted on application forms supplied by the county road administration board and shall include the following information:

- (1) Project description and scope;
- (2) Engineering drawings accurately describing the complete project;
- (3) Engineering analysis and cost estimate;
- (4) Evidence the applicant first sought funding through the public works (~~(trust fund)~~) board assistance account or any other available revenue source; and
- (5) Comprehensive project financial plan including match funding amounts and sources as required by WAC 136-400-065 and amortization and cash flow schedules.

AMENDATORY SECTION (Amending WSR 08-10-026, filed 4/28/08, effective 5/29/08)

WAC 136-400-060 Technical review committee. (1) A technical review committee shall be created to review project applications for county ferry capital improvement funds and present recommendations to the county road administration board for approval, denial or further action on the applications.

(2) The committee shall be composed of the following members or their designees:

- (a) Executive director of the county road administration board;
- (b) Washington state department of transportation highways and local programs director;
- (c) A Washington state department of transportation marine engineer;
- (d) One public works department representative from each of the WAC 136-400-010 named counties, each of whom shall serve as an ex officio, nonvoting member of the technical review committee.

(3) The technical review committee shall ensure that the project applications:

- (a) Meet the applicable statutes and the standards of this chapter;
- (b) Adhere to commonly held engineering practices and cost effectiveness; and
- (c) Are complete and meet the project application requirements listed in WAC 136-400-050, including evidence the applicant first sought funding through the public works (~~(trust fund)~~) board assistance account, or other available revenue source.

(4) The technical review committee shall also develop a written report on each project application. The written report will include the following elements:

- (a) A project summary;

(b) A committee evaluation; and

(c) A committee recommendation based upon WAC 136-400-065 guidance and including any additional or clarifying terms established by the county road administration board's call for projects.

(5) The technical review committee's written report on each project application shall be submitted to the county road administration board no later than (~~thirty~~) 30 days prior to the next regularly scheduled spring meeting after the project application deadline.

(6) Technical review committee meetings shall be convened on an "as needed" basis by the executive director of the county road administration board, who shall serve as chairperson.

**RESOLUTION 2023-009
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 2023 - 2025 biennium at its meeting of July 27, 2023; and
- WHEREAS** RCW 36.79.050 states that the apportionment percentages shall be used once each calendar quarter by the board to apportion funds credited to the rural arterial trust account; and
- WHEREAS** RCW 36.79.020 authorizes expenditure of RATA funds for costs associated with program administration;
- NOW THEREFORE, BE IT RESOLVED,** that the accrued amount of \$6,959,010 made available in the RATA in **July, August, and September 2023** be apportioned to the regions by their 2023-2025 biennium percentages after setting aside \$180,836 for administration.

<u>REGION</u>	<u>APPORTION- MENT PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2023 - 2025)</u>	<u>PRIOR PROGRAM (1983 - 2023)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		180,836	180,836	15,314,272	15,495,109
NORTHEAST	43.67%	2,960,029	2,960,029	290,597,303	293,557,331
NORTHWEST	10.92%	740,177	740,177	76,511,853	77,252,030
PUGET SOUND	6.91%	468,372	468,372	48,325,807	48,794,179
SOUTHEAST	23.62%	1,601,005	1,601,005	159,538,758	161,139,763
SOUTHWEST	<u>14.88%</u>	<u>1,008,592</u>	<u>1,008,592</u>	<u>101,121,602</u>	<u>102,130,194</u>
TOTAL	100.00%	6,959,010	6,959,010	691,409,596	698,368,606

Adopted by the CRABoard on October 26, 2023

Chair's Signature

ATTEST



CHELAN COUNTY

DEPARTMENT OF PUBLIC WORKS
316 WASHINGTON STREET
SUITE 402
WENATCHEE, WASHINGTON 98801
TELEPHONE 509/667-6415

ERIC P. PIERSON, PE
DIRECTOR/COUNTY ENGINEER

September 25, 2023

Ms. Jane Wall, Executive Director
Washington State County Road Administration Board
2404 Chandler Court SW
Olympia, WA 98502-6067

**RE: Wenatchee Heights Road-CRP 746
CRAB Project # 0423-01
Request for Advanced 2025-2027 RATA Funds**

Dear Ms. Wall:

Chelan County has scheduled construction of the Wenatchee Heights Road **2R project** (MP 1.32-2.10) for the 2024 construction season. The total allowable project RATA cost is \$1,374,000 with a RATA 90% share of \$1,235,600 originally approved per the NE Region RAP Array.

To date CRAB has approved \$577,000 from the 2023-2025 biennium.

To construct this project in 2024, Chelan County is requesting to "borrow ahead" its remaining **\$658,600** (\$1,235,600-\$577,000=\$658,600) in 25-27 RATA project funding. Chelan County understands this will reduce the amount of available RATA funds for use on other potential Chelan County projects for the 2025-2027 Biennium.

Authorization of this request would be dependent on the CRAB board's approval and execution of the RAP Project Agreement for Construction Proposal Amendment No. 1.

Attached is a copy of the executed original Project Agreement for Construction Proposal for your reference.

Please contact me on any questions regarding this request.

Sincerely,

A handwritten signature in black ink, appearing to read "Eric Pierson", is written over a horizontal line.

Eric Pierson, P.E.
County Engineer

CRP 746 5/21/23

STATE OF WASHINGTON - COUNTY ROAD ADMINISTRATION BOARD

RURAL ARTERIAL PROGRAM
PROJECT AGREEMENT FOR CONSTRUCTION PROPOSAL

Submitting County:
Chelan

Project Number: 0423-01

Date Approved: 05/01/2023

AUTHORIZED RATA FUNDS: \$577,000

Road	Road Name(s)	BMP(s)	EMP(s)	Segment #
12990	Wenatchee Heights Road	1.320	2.100	1

The State of Washington County Road Administration Board (CRABoard) and Chelan County (County) mutually agree as follows:

- (1) The funds hereby authorized are for completion of the proposed project as defined by chapter 36.79 RCW Roads and bridges — rural arterial program.
- (2) The County is in compliance with the provisions of chapter 136-150 WAC regarding eligibility for Rural Arterial Trust Account (RATA) funds. If the County is found not to be in compliance with these provisions, such non compliance may be cause for the CRABoard to withdraw or deny the Certificate of Good Practice of the County and require pay back of any RATA funds that have been paid to the County for this project.
- (3) If the project is reconstruction, the County shall gain approval from WSDOT (chapter 43.32 RCW) for all deviations from the design standards listed in the Local Agency Guidelines prior to construction.
- (4) If the project is 3R (resurfacing restoration and rehabilitation), the County shall document its design considerations for the proposed improvements in keeping with 3R standards as listed in the Local Agency Guidelines.
- (5) The project shall be constructed in accordance with the information furnished to the CRABoard, and the plans and specifications prepared by the county engineer.
- (6) Phased construction methodology is permitted upon notification by the county engineer of the phasing plan as authorized under WAC 136-170-030. Failure by the county to notify the CRABoard of phasing plan at least 15 days prior to commencement of construction may result in withdrawal of funding by the CRABoard and county forfeiture of all RATA funds expended.
- (7) The County shall notify the CRABoard when a contract has been awarded and/or when construction has started, and when the project has been completed.
- (8) The County shall reimburse the RATA in the event a project post audit reveals improper expenditure of RATA funds.
- (9) Costs of the project which exceed the amount of RATA funds authorized by the CRABoard, set forth above, and the required matching funds and other funds represented by the county to be committed to the project, shall be paid by the County as necessary to complete the project as submitted to the CRABoard.

steice

(10) Matching funds and other funds represented to be committed to the project shall be available as necessary to implement the projected development of the project as set forth in the construction proposal prospectus.

(11) The CRABoard hereby agrees to reimburse the county from RATA funds allocated, and not otherwise, for its reimbursable costs not to exceed the amount above specified.

(12) The CRABoard will reimburse costs incurred by the County based on project progress as certified by the county engineer within the CRABoard's RAP Online project management application by monthly progress payment vouchers received and approved on individual projects in the order in which they are received in the CRABoard office, subject to the availability of RATA funds apportioned to the region. Such obligation to reimburse RATA funds extends only to project costs incurred after the date of project approval by the CRABoard.

(13) Either the CRABoard or the County may request changes to the provisions contained in this agreement. Such changes shall be mutually agreed upon and incorporated by written amendment to this agreement. No variation or alteration of the terms of this agreement shall be valid unless made in writing and signed by authorized representatives of the CRABoard or the County hereto.

(14) During the term of this agreement and for a period not less than six (6) years from the date of final payment by the CRABoard, the records and accounts pertaining to this agreement are to be kept available for inspection and audit and copies of all records, accounts, documents, or other data pertaining to the agreement will be furnished upon request. If any litigation, claim, or audit is commenced, the records and accounts along with supporting documentation shall be retained until said litigation, claim, or audit finding has been resolved even though such litigation, claim, or audit continues past the six year retention period.

IN CONSIDERATION of the allocation by the CRABoard RATA funds to the project in the amount set out above, the County hereby agrees that as condition precedent to payment of any RATA funds allocated at any time to the above referenced project, it accepts and will comply with the terms of this agreement, including the terms and conditions set forth in Chapter 49, Laws of 1983, 1st Ex. Sess. (chapter 36.79 RCW); the applicable rules of Title 136 WAC and all representations made to the CRABoard upon which the fund allocation was based; all of which are familiar to and within the knowledge of the county and are incorporated herein and made a part of this agreement, although not attached.

This agreement supersedes all prior agreements issued using the project number listed above and shall be valid and binding only if it is signed and returned to the CRABoard office within 45 days of its mailing by the CRABoard.

COUNTY ROAD ADMINISTRATION BOARD:

By: [Signature]

Date: 5/18/2023

CHELAN COUNTY:

By: [Signature]
Tiffany Doring, Chair

Kevin Overbay, Commissioner

Shon Smith, Commissioner

Date: May 2, 2023

REQUEST ADVANCE CONSTRUCTION FUNDS – RAP PROGRAM

Wenatchee Heights Road – 2R CHELAN COUNTY

Nature of Request:

Chelan County is requesting a contract amendment to authorize the remaining RATA funds for the active project 0423-01 – Wenatchee Heights Road 2R project. The requested RATA funding for this project totals \$1,236,600. RATA authorized to date is \$577,000. The remaining \$659,600 of RATA funding is expected to be authorized as part of the 2025-2027 biennium RAP cycle. Chelan County intends to construct the project in 2024 instead of waiting until 2025 for full RATA accrual on the standard schedule. By advancing the project to 2024, the County will be eligible for an additional \$137,400 in match adjustment RATA funds.

Background:

The Wenatchee Heights Road project was originally awarded RATA funding in the 2023-2025 RAP cycle, authorizing \$577,000.

The remaining \$659,600 is expected to be authorized as part of the 2025-2027 RAP cycle.

If this funding is authorized early, the funds would be deducted from the Chelan County funding limit on the array of proposed 2025-2027 projects.

Staff Analysis:

- The RATA balance remains high
- The RATA revenue forecast remains stable, and has capacity for advancing some of the existing obligation for projects
- The NE Region currently limits 2R funding to a maximum of \$750,000 per county per biennium. The requested \$659,600 remains within that limit for the 2025-2027 biennium funding cycle.

Staff findings:

Staff has reviewed the project request and finds:

- Chelan County has the capacity to complete the project in 2024.
- The RATA account has the capacity to reimburse the project costs ahead of the current 2025 reimbursement schedule, including the potential additional match adjustment RATA funds.
- Chelan County has agreed to the reduced funding limit for the 2025-2027 RAP cycle, if the request is approved.

Recommendation:

Staff recommends authorizing \$659,600 in advanced RATA funding for the Wenatchee Heights Road 2R project, MP 1.32 to 2.10. This funding, if approved by the CRABoard, will be deducted from the Chelan County funding limit on the 2025-2027 array of RAP proposed projects.



WHITMAN COUNTY
Department of Public Works

Mailing Address:
P.O. Box 430
Colfax, WA 99111-0430

Administration/Engineering
Road Maintenance
Equipment Rental & Revolving
Solid Waste Division
Planning Division
Building & Development

PHONE: (509) 397-6206
Fax: (509) 397-6210

N. 310 Main
2nd Floor Public Service Bldg.
Colfax, WA 99111

October 11, 2023

Jane Wall, Executive Director
County Road Administration Board
2404 Chandler Court SW, Suite #240
Olympia, WA 98504-0913

Re: Sand Road
Request for Advanced 2025-2027 RATA Funds

Dear Jane:

Whitman County has scheduled construction of the **Sand Road 2R project** (MP 0.00 – 6.56) for the 2024 construction season. The total allowable RATA funding is \$1,312,000, with 90% RATA funding of \$1,180,800, approved per the most recent NE Region RAP Array.

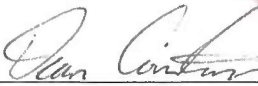
To date \$750,000 has been approved for the 2023-2025 biennium.

To construct this project in 2024, Whitman County is requesting to borrow ahead the remaining **\$430,800** in 2025-2027 RATA project funding. We understand that this will reduce the amount of RATA funding available to Whitman County for other projects in the 2025-2027 biennium.

Authorization of this request would be dependent on CRAB Board approval and execution of Amendment No. 1 of the RAP Project Agreement.

Please contact me if any questions arise regarding this request.

Sincerely,



Dean Cornelison, P.E.
County Engineer

REQUEST ADVANCE CONSTRUCTION FUNDS – RAP PROGRAM

Sand Road – 2R WHITMAN COUNTY

Nature of Request:

Whitman County is requesting a contract amendment to authorize the remaining RATA funds for the active project 3823-01 – Sand Road 2R project. The requested RATA funding for this project totals \$1,198,800. RATA authorized to date is \$750,000,000. The remaining \$448,800 of RATA funding is expected to be authorized as part of the 2025-2027 biennium RAP cycle. Whitman County intends to construct the project in 2024 instead of waiting until 2025 for full RATA accrual on the standard schedule. By advancing the project to 2024, the County will be eligible for an additional \$133,200 in match adjustment RATA funds.

Background:

The Sand Road project was originally awarded RATA funding in the 2023-2025 RAP cycle, authorizing \$750,000.

The remaining \$448,800 is expected to be authorized as part of the 2025-2027 RAP cycle.

If this funding is authorized early, the funds would be deducted from the Whitman County funding limit on the array of proposed 2025-2027 projects.

Staff Analysis:

- The RATA balance remains high
- The RATA revenue forecast remains stable, and has capacity for advancing some of the existing obligation for projects
- The NE Region currently limits 2R funding to a maximum of \$750,000 per county per biennium. The requested \$448,800 remains within that limit for the 2025-2027 biennium funding cycle.

Staff findings:

Staff has reviewed the project request and finds:

- Whitman County has the capacity to complete the project in 2024.
- The RATA account has the capacity to reimburse the project costs ahead of the current 2025 reimbursement schedule, including the potential additional match adjustment RATA funds.
- Whitman County has agreed to the reduced funding limit for the 2025-2027 RAP cycle, if the request is approved.

Recommendation:

Staff recommends authorizing \$448,800 in advanced RATA funding for the Sand Road 2R project, MP 0.00 to 6.56. This funding, if approved by the CRABoard, will be deducted from the Whitman County funding limit on the 2025-2027 array of RAP proposed projects.





SPECIAL PRESENTATION -

RURAL ARTERIAL PROGRAM **(RAP)**

PRESENTED BY:

Steve Johnson, PE (*Grants Program Manager*)

County Road Administration Board – October 26, 2023
**Consider a Call for Projects
and establish a funding period in 2025 - 2027
WAC 136-161-020**

Introduction:

Per WAC 136-161-020, the Rural Arterial Program project funding cycle begins at the fall odd-year CRABoard meeting, when the board considers the Rural Arterial Trust Account (RATA) balance and future revenue to determine if enough funds will be available to provide for an additional array of projects for the ensuing biennium (2025– 2027).

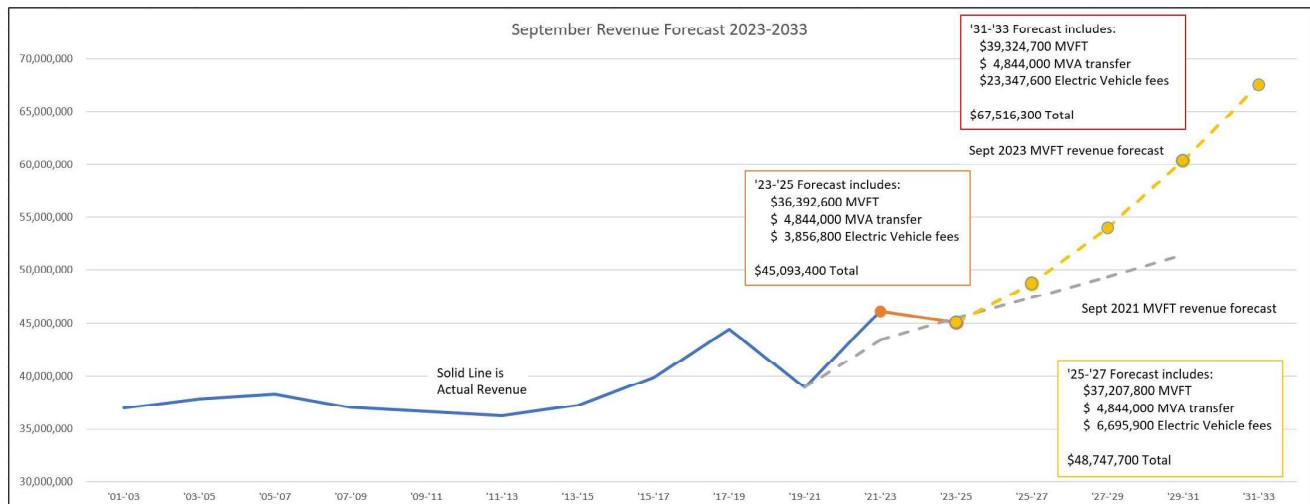
“(1) The CRABoard establishes a funding period if it determines that sufficient future RATA funds are available to provide for new RAP projects. This determination takes place during the CRABoard's regularly scheduled fall meeting in odd-numbered years.”

Things to Consider:

1. Revenue estimate

RATA fund revenue has experienced several years of uncertainty, considering the pandemic and related responses and effects. This includes a temporary but significant reduction in MVFT, increasing electric vehicle fees, continuing legislative MVA transfers, as well as some federal recovery funding. The most recent forecast shows that the revenue is expected to increase significantly over the next ten years. The current '23-'25 budget includes RATA revenue of \$45,093,400. Estimated '25– '27 RATA revenue as of September 2023 is \$48,747,700 including the MVFT, electric vehicle licensing fee overages, and returns to the \$4,844,000 legislative transfer from the MVA into the RATA account.

The revenue graph below also includes the forecast for the '31-'33 biennium, which is the likely construction timeframe for many of the projects that will be funded by the period under consideration. This graph demonstrates that the RATA revenue at that time is expected to be more than \$18 million higher than the '25-'27 revenue – almost entirely consisting of the increased electric vehicle licensing overage fees.



2. RATA Spending History and Balance

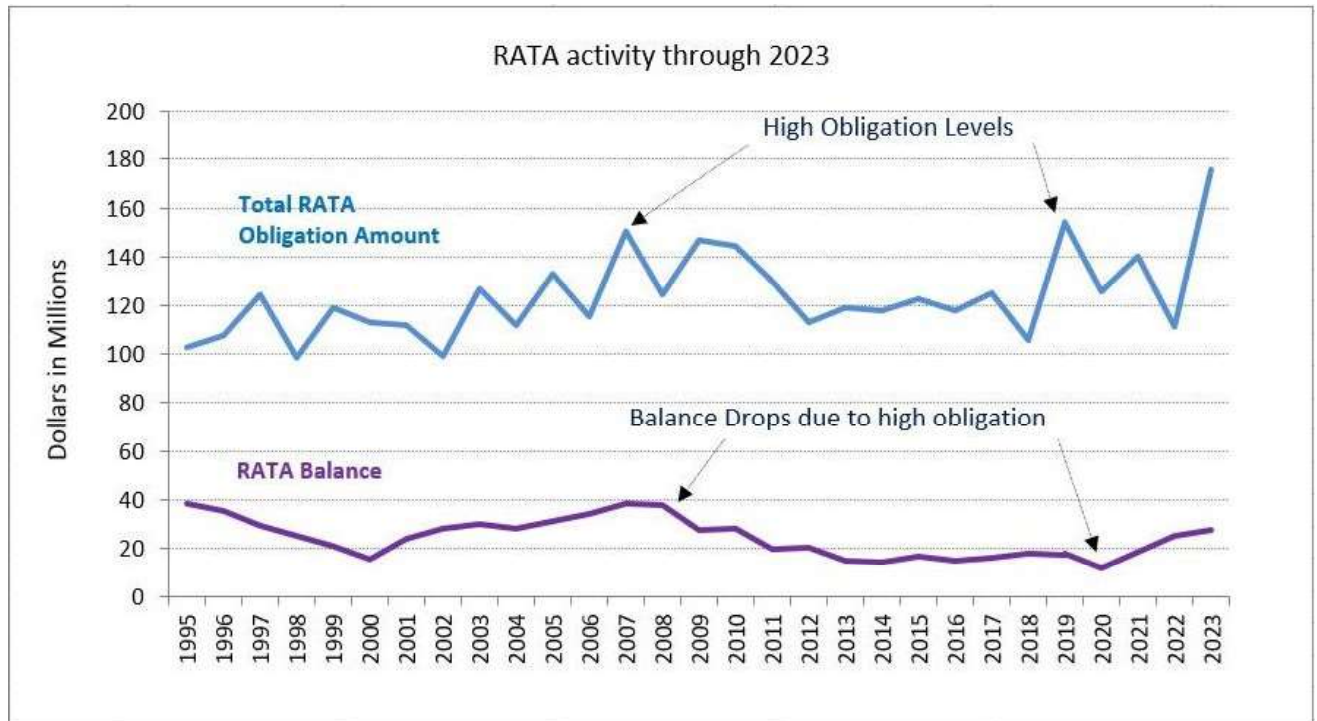
<u>Biennium</u>	<u>Planned Spending</u>	<u>Actual Spending</u>	<u>Revenue</u>	<u>Ending Balance</u>
'17 – '19	\$71,600,000	\$46,100,000	\$45,000,000	\$19,500,000
'19 – '21	\$72,500,000	\$44,500,000	\$39,000,000	\$15,800,000
'21 – '23	\$62,700,000	\$36,500,000 (58%)	\$46,500,000	\$25,800,000
'23 – '25	\$81,800,000	\$47,400,000	\$45,100,000	\$23,500,000 <i>est</i>
'25 – '27	\$50,000,000*	\$48,000,000	\$48,800,000	\$24,300,000 <i>est</i>
'27 – '29	\$50,000,000*	\$50,000,000	\$54,000,000	\$28,300,000 <i>est</i>

**adds new funding to current partially funded projects*

In the '21-'23 biennium RATA spending was 58% of that planned. The RAP Online Reimbursement Schedule remains our best estimate for cash flow, however we are still seeing that counties are not actually spending the full amounts as planned. Staff anticipates the end of 2023 – 2025 RATA balance at \$23,500,000. The balance during the '25 – '27 biennium will likely remain steady as there are more projects programmed for construction during that time, but the likely spending nearly matches the revenue forecast. The resulting balance at the end of the 2025 - 2027 biennium is anticipated to be about \$24,300,000. The account balance is expected to remain high until counties successfully bring these projects to construction. However, with the increasing revenue estimates combined with the time necessary to bring projects to construction, lowering the RATA balance remains difficult.

3. Effect of Over-obligation

Though new projects aren't generally programmed for immediate construction reimbursement, adding new projects for reimbursement in later years has typically helped pressure older projects to get built. The over obligation of RATA funds (currently around \$176,000,000) with new projects will have the effect of pushing the estimated \$28,300,000 balance at the end of the '27-'29 biennium lower.



4. Funding new projects

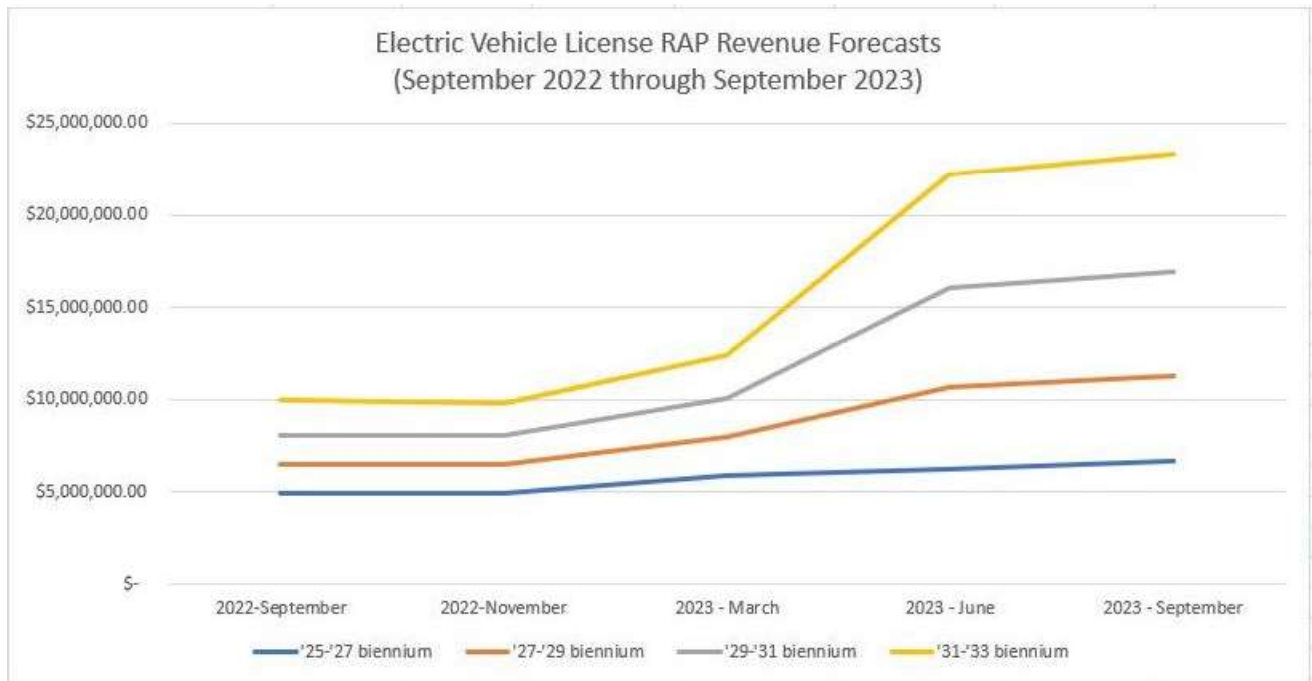
After funding partially funded projects (currently short by \$28,774,727 - see attached), the remaining funds would support new projects. CRABstaff would schedule construction reimbursements for new projects in the 2029 -2031 biennium, approximately 5 years after approval. Projects can advance to an earlier reimbursement based on progress certified in RAP Online by the county engineer.

Project progress milestones certified by county engineer:

- 50% Design
- 90% Design
- Permits
- PS&E
- Right of Way
- Advertisement for Construction

5. Summary

The RATA balance has remained steady over the past ten years, with an obvious dip caused by pandemic impacts. The balance has since been slowly climbing. The revenue forecast shows a stable MVFT, with additional CW funds, expected to continue. The expected electric vehicle license fees are shown to be increasing significantly over time, with the expected revenue for the '31-'33 biennium more than doubling since the September 2022 forecast.



In the next years, reimbursements are expected to nearly match the revenue, and potentially exceed revenue as a large number of projects reach construction. However, with the RATA balance still projected to remain high over the next several years, CRAB staff continues to encourage some projects (such as 2R projects) to advance into construction earlier than scheduled.

6. Findings

- The fuel tax revenue estimate has been steadily increasing over the last several biennia, with the exception of the pandemic reduction in 2020. Motor Vehicle Account transfer funds have also boosted the total revenue and is expected to continue in future biennia.
- Electric Vehicle License Fee revenue is expected to increase significantly in the next several biennia, resulting in increased total revenue.
- Most projects take an average of five to six years to reach construction, therefore the expected construction payout for projects funded in 2025-2027 period will be initially scheduled for 2030
- Most of the current projects were funded at the ~\$40M revenue level. Due to the increasing revenue levels and the average time for projects to reach construction, the RATA balance continues to gradually increase.
- Over obligation encourages counties to move projects to construction, tending to keep pressure on the RATA balance to remain low.
- A minimum balance of \$5M in the RATA is acceptable due to legislative approval of the Emergency Loan Program in April 2019. This program addresses emergency funding needs which were previously funded by the RAP.
- The RAP Online database, direct communication with the county engineers via regular RAP regional meetings, and tying reimbursement schedules closely to project progress allows staff to closely monitor project activity, account balance, and cash flow.

7. Recommendation

Staff recommends a call for projects be issued by the CRABoard opening January, 2024 for projects to be funded with the 2025 – 2027 biennial budget, with the first allocation to occur in the CRABoards' spring, 2025 meeting. The call for projects will require preliminary proposals be submitted to CRAB by March 1, 2024. Final proposals will be due by September 2024.

The funding level recommended by staff is \$70,000,000 based on projected RATA balance, forecast revenues, and timing for construction reimbursements of projects to be funded. The high funding level will help to ensure a large array of projects to consider for award in April 2025.

In the event that revenue estimates are significantly reduced in the actual '25-'27 budget, the CRABoard is able to adjust the award amount accordingly.

Staff further recommends that in the event the RATA balance should drop to \$5,000,000, projects be delayed based on progress as certified in RAP Online and discussions with the county engineers.

Partially Funded Projects Awaiting Additional Funding

County	Region	Road Name	Proj. Type	Proj #	BMP	EMP	RATA REQ	RATA AUTH	Yet to Allocate
Adams	NE	Herman Road #2	RC	0123-01	4.100	8.120	\$ 2,784,600.00	\$ 2,453,275.00	\$ 331,325.00
Benton	SE	County Well Road	3R	0323-01	0.000	3.120	\$ 2,025,000.00	\$ 442,459.00	\$ 1,582,541.00
Chelan	NE	Goodwin Road	3R	0419-02	0.000	0.140	\$ 1,531,000.00	\$ 1,377,000.00	\$ 154,000.00
Chelan	NE	Wenatchee Heights Road	2R	0423-01	1.320	2.100	\$ 1,236,600.00	\$ 577,000.00	\$ 659,600.00
Chelan	NE	Squilchuck Road	3R	0423-02	0.750	1.900	\$ 2,337,400.00	\$ 1,032,100.00	\$ 1,305,300.00
Clallam	NW	Edgewood Drive	3R	0523-01	0.870	2.380	\$ 2,400,000.00	\$ 111,360.00	\$ 2,288,640.00
Clark	SW	NE 182nd Avenue/NE Risto Road	2R	0623-01	7.100	7.980	\$ 1,200,000.00	\$ 460,712.00	\$ 739,288.00
Columbia	SE	Kellogg Hollow Road	3R	0723-01	5.100	6.800	\$ 3,200,000.00	\$ 1,600,000.00	\$ 1,600,000.00
Douglas	NE	Rd J.5 NW	3R	0923-01	0.000	2.410	\$ 2,524,500.00	\$ 873,250.00	\$ 1,651,250.00
Ferry	NE	Cache Creek	2R	1023-01	5.000	9.000	\$ 1,395,000.00	\$ 750,000.00	\$ 645,000.00
Franklin	SE	Vineyard Drive West	RC	1123-01	0.900	1.240	\$ 2,142,900.00	\$ 1,529,800.00	\$ 613,100.00
Garfield	SE	Kirby-Mayview	3R	1223-01	13.200	15.160	\$ 2,860,000.00	\$ 1,500,000.00	\$ 1,360,000.00
Grant	NE	Q-SW (George CL to Frenchman)	RC	1323-02	0.820	5.820	\$ 1,732,500.00	\$ 1,455,700.00	\$ 276,800.00
Grays Harbor	SW	Ocean Beach Road	RC	1423-01	4.850	5.470	\$ 3,015,000.00	\$ 1,600,000.00	\$ 1,415,000.00
Island	NW	Main Street - Freeland	2R	1523-01	0.030	0.210	\$ 1,453,500.00	\$ 1,200,000.00	\$ 253,500.00
King	PS	SE Reinig Rd	DR	1723-01	1.510	1.530	\$ 1,590,300.00	\$ 1,465,000.00	\$ 125,300.00
Kittitas	SE	Hungry Junction Road	3R	1921-01	0.000	1.740	\$ 3,631,500.00	\$ 2,272,860.00	\$ 1,358,640.00
Klickitat	SE	Sunnyside Road	2R	2023-02	4.840	7.640	\$ 2,322,000.00	\$ 749,278.00	\$ 1,572,722.00
Klickitat	SE	Schranz Road	SA	2023-01	1.170	1.250	\$ 1,764,000.00	\$ 1,245,022.00	\$ 518,978.00
Lincoln	NE	Duck Lake	3R	2223-02	18.710	20.300	\$ 1,558,800.00	\$ 615,757.00	\$ 943,043.00
Okanogan	NE	Chesaw Rd Drainage	DR	2423-01	3.900	4.050	\$ 859,500.00	\$ 191,200.00	\$ 668,300.00
Skamania	SW	Washougal River Road	3R	3023-01	11.620	12.960	\$ 3,200,000.00	\$ 1,600,000.00	\$ 1,600,000.00
Snohomish	PS	Richardson Creek Bridge #300	DR	3123-01	0.660	0.661	\$ 1,600,000.00	\$ 1,091,900.00	\$ 508,100.00
Spokane	NE	Staley Road	2R	3223-01	1.780	3.300	\$ 1,263,600.00	\$ 215,700.00	\$ 1,047,900.00
Spokane	NE	Elk-Chattooy Road	3R	3223-02	0.320	1.410	\$ 2,363,000.00	\$ 2,050,000.00	\$ 313,000.00
Thurston	SW	Tilley Road S	3R	3423-01	0.000	0.927	\$ 2,100,000.00	\$ 500,000.00	\$ 1,600,000.00
Walla Walla	SE	Mojonnier Rd	3R	3623-01	0.140	1.072	\$ 1,710,000.00	\$ 801,400.00	\$ 908,600.00
Whatcom	NW	Everson Goshen Rd	2R	3723-01	1.990	6.080	\$ 2,394,000.00	\$ 108,000.00	\$ 2,286,000.00
Whitman	NE	Sand Road	2R	3823-01	0.000	6.560	\$ 1,198,800.00	\$ 750,000.00	\$ 448,800.00
									28,774,727

RATA balance management history

- **1995 -** RATA balance \$41,000,000+:
 - CRABoard adopts dynamic project funding rules
 - Funds two biennia worth of projects and 2R/3R mini-program (\$106 M obligated)

- **2000 -** RATA balance \$15,000,000:
 - CRABoard places a moratorium on lapsing of county selected projects.
 - Retain withdrawn and under-run funds for use in future arrays
 - Maintain a minimum balance of \$12,000,000 for emergencies

- **2007-** RATA balance \$39,000,000:
 - Added \$18,450,548 of withdrawn funds back into previous and new 2007-2009 array
 - **Propose** adding \$8-\$12 million of withdrawn funds back into 2009-2011 array
 - Direct staff to program project expenditures at ~3X the revenue rate or higher.

- **2009-** RATA balance \$35,000,000 as of September 21:
 - Added \$15,225,036 of withdrawn funds back into previous and new 2009-2011 array
 - Staff continues to allow counties to program project expenditures at about 2-1/2 X the revenue rate.
 - Current obligation to active projects: \$144,047,691. To full funding of 2010 and 2011 partially funded projects: \$172,278,649.

- **2011-** RATA Balance \$22,000,000 as of September 26, 2011
 - Allocated \$22,000,000 in new project funding via supplemental appropriation and \$3,600,000 in turn-back funds in March 2010.
Current obligation to active projects: \$116,829,190. To full funding of 2010 and 2011 partially funded projects: \$133,484,174.

- **2013-** RATA Balance at \$18,000,000 as of September 1, 2013
 - Allocated \$42,000,000 to partial and new projects. Obligation to active projects at that time was \$110,363,208. Full funding of all projects raised obligation to \$129,900,000.

- **2015-** RATA Balance at \$14,200,000 in January, \$16,000,000 in August
 - Allocated \$40,000,000 to partial and new projects in April. Contracted obligation (Balance) to active projects was \$114,700,000. Full funding of partially funded projects would increase the obligation to \$133,000,000

- **2017-** RATA Balance at \$15,500,000 as of March, 2017
 - Since the balance had been steadily declining over the prior 8 years, the counties were restricted to submitting about half the usual request amount for the 2017 - 2019 array. (Example: NE region \$5,000,000 historical submittal limit was restricted to \$2,500,000). Staff anticipates the end of 2017 balance to be about 18,000,000.

- **2019-** RATA Balance at \$19,500,000 as of September, 2019
 - Current program level is at ~157,000,000 through 2026, the highest the RAP has experienced. At its April 2019 meeting, the CRABoard programmed reimbursements for slow moving projects out 3 to 4 years for construction, and new projects to commence CN in 2024. The 2019 – 2021 biennium still faces a solid \$72.5M payout which should continue to moderate the balance.

- **2021-** RATA Balance at \$18,600,000 as of September 2021
 - Revenue was impacted by pandemic, but recovered. Pandemic impacts and inflation continue to make project delivery difficult for most counties. This project slowdown resulted in an increasing RATA balance by the end of the biennium.

Potential for next biennium

- **2023-** Potential for additional allocation of \$70,000,000 in 2025-2027
 - Currently active RAP projects are \$28.8M short of full funding. The remaining allocation (\$41.2M) would fund new projects. This large obligation to new projects will require close management of reimbursement schedules, as these projects develop, to maintain a RATA balance no lower than \$5M. Features have been added to RAP Online so that reimbursement schedules can advance only as counties demonstrate/certify project progress, and the Grant Program Manager approves.



COUNTY PRESENTATIONS

Adams County

- **Scott Yaeger** (*County Engineer*)
- **Todd O'Brien** (*Public Works Director*)

Lincoln County

- **Walt Olsen** (*interim County Engineer*)
- **David Orvis** (*Public Works Director*)

Whitman County

- **Dean Cornelison** (*County Engineer*)
- **Mark Storey** (*Public Works Director*)

Annual Certification

Island County

2024

General

1	During the current year the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030?	No
	Explanation: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	
2	At any time during the current year was there a vacancy/change in the position of County Engineer? If so, were the procedures in WAC 136-12 followed?	Yes
	Explanation: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	
3	The processing of County Road Accident Reports during the current year complied with WAC 136-28?	No
	Explanation: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	
4	Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in the current year per WAC 136-14-020.	No
	Explanation: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.	
5	Projects to which expenditures were charged were all on the originally adopted Annual Construction Program of the Reporting year or as amended per WAC 136-16-042?	No
	Explanation: Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat.	
6	Attached Amendments Test_File.pdf	
7	The county's construction by county forces limit for the current computed by CRAB in accordance with RCW 36.77.065.	\$1,500,400.00
8	The actual expenditure for construction by county forces as reported in the current year Annual Construction Report.	\$1,000,000.00
9	Date of which a written Bridge and Inspection Report for the current year was furnished to the Legislative Authority as required by WAC 136-20-060.	2023-10-16
10	Uploaded Engineer's Stamped Cover/Title Page for the Bridge and Inspection Report	Test_File.pdf

Policies and Documents

Policy	WAC	Updated	Date of Current Version	Uploaded Adopting Resolution
Re: Organization	WAC 136-50-050(1)	Yes		Test_File.pdf
Re: Complaint Handling	WAC 136-50-050(2)	Yes		Test_File.pdf
Re: Work for Others	WAC 136-50-050(3)	Yes		Test_File.pdf

Re: County Road Standards	WAC 136-50-050(4)	Yes	Test_File.pdf
Survey Monument Preservation	WAC 136-50-050(5)	Yes	Test_File.pdf
Priority Programming	WAC 136-14-030	Yes	Test_File.pdf
ER & R Policy	WAC 136-600-070	Yes	Test_File.pdf
ER & R Policy (Adopted Rates)	WAC 136-600-070		Test_File.pdf
ER & R Policy (Adopting Resolution)	WAC 136-600-070		Test_File.pdf

Document	WAC	Due Date	Date Of Adoption	Date Sent to CRAB
Six-Year Program	136-15-050	11/30/2151	1965-10-01	
Annual Construction Program	136-16-040 & 136-300-090	11/30/2151	1965-10-01	
CAPP Program	136-300-060	11/30/2151	1965-10-01	
Road Fund Budget Summary		11/30/2151	1965-10-01	
Maintenance Management Work Plan & Budget	136-11-040	11/30/2151	1965-10-01	
Road Levy Certification	136-150-021	11/30/2151	1965-10-01	
Certification of Diversion and Road Fund Exp. For Traffic Law Enforcement	136-150-022	11/30/2151	1965-10-01	
Engineer's Certification of Fish Barrier Removal Costs	136-150-023	11/30/2151	1965-10-01	
Certification of Road Fund Exp. for Marine Navigation and Moorage	136-150-025	11/30/2151	1965-10-01	
Annual Construction Report	136-16-050	11/30/2151	1965-10-01	
CAPP Report	136-300-090	11/30/2151	1965-10-01	
Maintenance Management Certification	136-11-050	11/30/2151	1965-10-01	
Annual Certification	136-04-030	11/30/2151	1965-10-01	
Road Log Update	136-60-030	11/30/2151	1965-10-01	1965-10-01
PMS Certification for CAPA Eligibility	136-07-070	11/30/2151	1965-10-01	
ER & R Submittals: Adopted Rates	136-600-070	11/30/2151	1965-10-01	
ER & R Submittals: Adopting Resolution	136-600-070	11/30/2151	1965-10-01	

2023 GOALS

- Provide innovative solutions.
- Magnify CRAB presence and credibility.
- Optimize resources for county transportation needs.

Mission
Ensure the success and accountability of all Washington county road departments

Vision
Recognized national leader in trusted, effective, visionary transportation administration

Together We Value
Collaboration, innovation, service, leadership, integrity, accountability, diversity and inclusion

Mission	Vision	Together We Value
<p>A <i>Jane</i> Create a legislative/public call to action to further agency strategic goals</p> <p>1. Facilitate Legislative Communications Staff has had ongoing discussions on legislative messaging to inform several initiatives, including the annual report, conferences, fall board tour and session</p> <p>2. Increase In-Person Legislative Outreach Legislators will be invited to 2023 board meetings (including Oct tour), and ongoing efforts continue to foster positive relationships with policy makers.</p> <ul style="list-style-type: none"> a. Document an Outreach Plan Staff and stakeholder conversations commenced in spring 2023 and will continue. b. Host Remote and In-House Legislative Outreach Events Tour planned during Oct board meeting in Spokane <p>3. Leverage Opportunities to Increase Partnerships 2023 presentations & events in progress including APWA and CLC; conference booth materials designed and purchased</p>		
<p>B <i>Drew</i> Increase visibility and physical presence of CRAB with counties</p> <p>1. Conduct County Engagement (Broken Out by Task Below)</p> <ul style="list-style-type: none"> a. Track Communication with Regions Quarterly report included in the Board packet under the Engineering Division report b. Set Goals/Tactics for County Engagement Commenced with "office hours" for GIS-Mo. Will expand as topics arise such as call for projects, compliance submittals. Scheduling county visits for spring/summer. c. Host two remote and two in-house board meetings Scheduled and in progress for 2023: Olympia (Jan/Apr), Kitsap County (July) and Spokane County with a legislative tour (Oct). d. Host GIS-Mo Forum to Promote Technology Monthly one hour forum attendance remains strong. Mobility decommissioned successfully September 29, 2023. <p>2. Implement County Training Office of the County Engineer training in May. Developing new County Road Levy and ER&R 101 classes.</p> <ul style="list-style-type: none"> a. Create a Training Plan In process. Will address both external customer training and internal staff training & conferences. b. Communicate Training Calendar Training strategy has pivoted to on-demand and recordings; communications have transitioned to recommendations and word of mouth c. Plan and Host the Road Design Conference Sponsor outreach commenced. Lake Chelan set for 2024 location. <p>3. Evaluate Existing Grant Impacts as it Relates to Environmental Justice Continued participation in statewide work groups. Environmental component added to Grant Program Effectiveness Study.</p>		
<p>C <i>Jane</i> Position CRAB for funding opportunities internally and externally</p> <p>1. Expand Data Reporting Infrastructure DOAAM position recruitment is with state HR for final approval.</p> <p>2. Increase Engagement in Road Use Change (RUC) Discussions CRAB will engage during the 2023 interim on ongoing RUC efforts and plans to fold revenue recommendations into our Annual Report, fall presentations, and legislative recommendations.</p> <p>3. Research and Explore Non-Legislated Funding Opportunities and Revenue Sources CRAB has seen success leveraging opportunities with WSAC and the WA Traffic Safety Commission. Looking into other opportunities, including one with the WA Tech Innovation Fund (Spring 2024).</p>		
<p>D <i>Jacquie</i> Implement a communications infrastructure and establish a communications strategy</p> <p>1. Develop Agency Visual Identity and Value Language Rebranding launch underway, branded communications materials in production; updating assets for internal and external use</p> <p>2. Write and Implement an Integrated Marketing Plan Marketing plan and calendar draft in progress for fall event messaging; expanding communication with multiple audiences using Emma and newsletter</p> <p>3. Build Foundational Communications Infrastructure (Broken Out by Tool Below)</p> <ul style="list-style-type: none"> a. Emma Listserv Monthly newsletter for audience of 1,400, currently building templates, subscriptions & web tools for various agency uses b. CRAB Website Communications Director has updated website with new branding. Individual content updates are underway, with training planned January 2024. c. Annual Report 2023 will be digital only and new outline has been drafted; currently meeting weekly to draft and gather supporting data for messaging d. Social Media Social media being used to amplify other communications channels and highlight agency activities <p>4. Public Outreach and Education First data story published and presented in Jan. \$500,000 in additional grant funds have been secured through WSAC study funds and the next data story focusing on CRAB grant programs will be developed in 2024.</p>		

Green = On Track Yellow = In Progress Red = Behind Schedule/Delayed Black = On Hold



**SENATE TRANSPORTATION
COMMITTEE CHAIR
SENATOR MARKO LIAS**

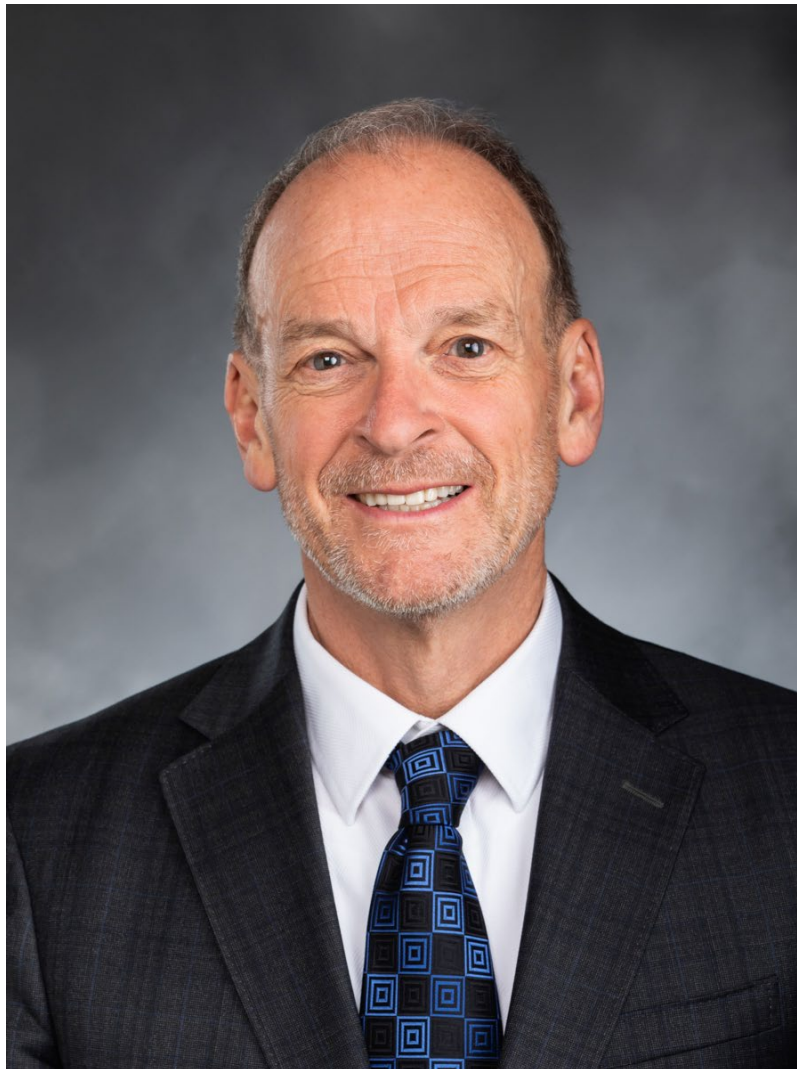


**(Representing the 21st Legislative District –
which includes neighborhoods in Edmonds, Everett, Lynnwood and Mukilteo)**



WASHINGTON STATE
COUNTY ROAD
ADMINISTRATION BOARD

**HOUSE TRANSPORTATION
COMMITTEE CHAIR
REPRESENTATIVE JAKE FEY**



(Representing the 27th Legislative District)



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

To: Jane Wall – Executive Director
County Road Administration Board

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

Date: October 17, 2023

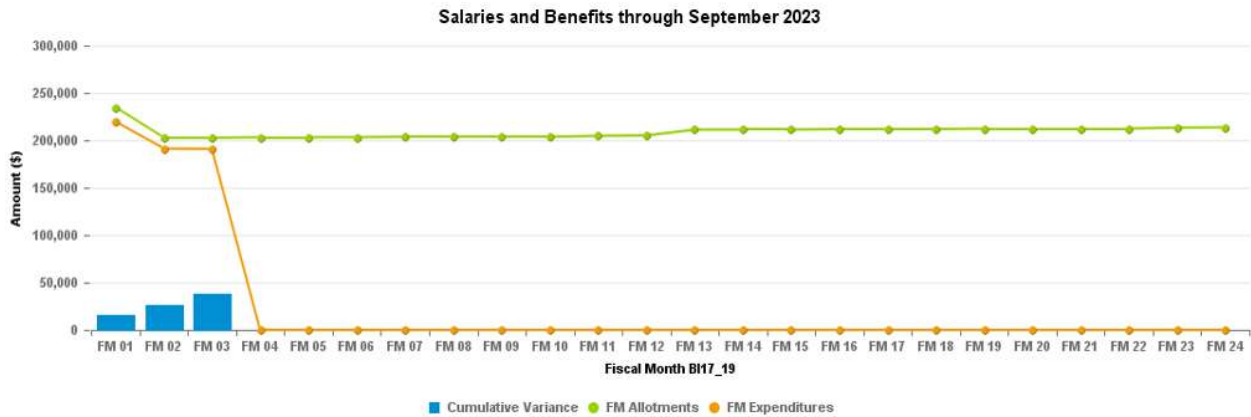
Subject: September 2023 (FM03) Financial Status

The August financial reports show the agency has spent \$22,299 more authority than planned to date in Fund 108, \$38,781 less authority than planned to date in Fund 186, and \$31,647 less authority than planned to date in Fund 102.

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

Salaries & Benefits (A&B)

Positive BITD variance of \$38,316 cumulative for all three funds. There is a current variance building due to the agency having one vacant position.



Professional Service Contracts (C)

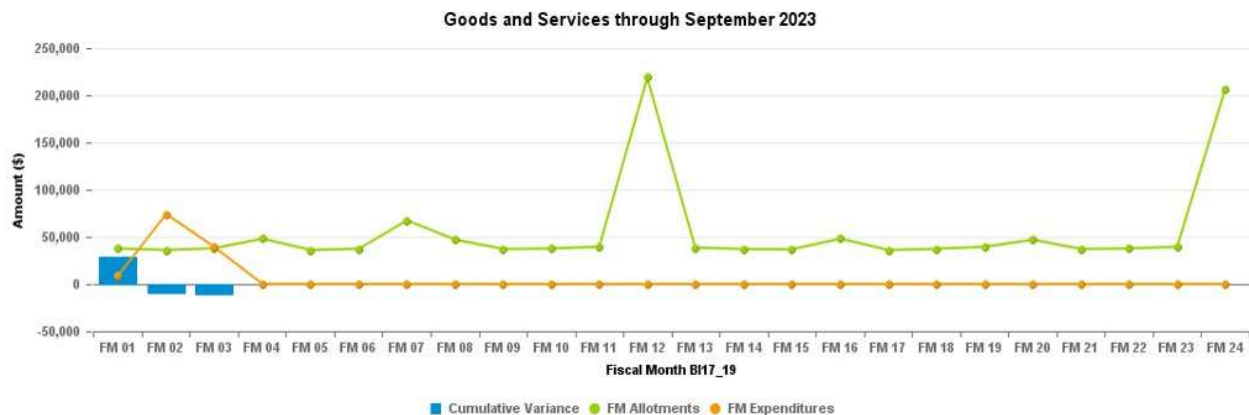
Positive BITD variance of \$31,248 cumulative for all three funds

- So far, there have been no expenses towards Professional Service Contracts this year.

Goods & Services (E)

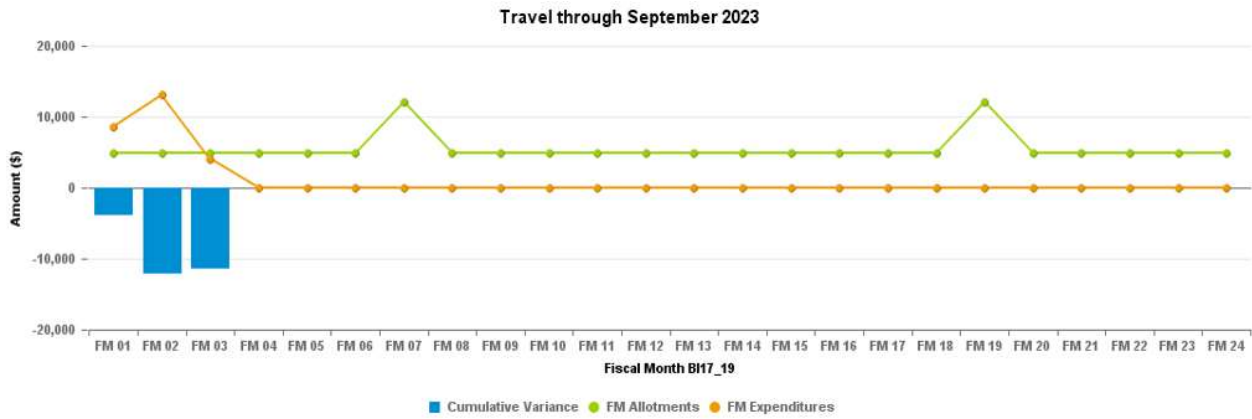
Negative BITD variance of **\$10,274** cumulative for all three funds.

- EC – Utilities - \$2,664 underspent – September contained payments to DM Ventures for the July utilities and to Lemay.
- EG – Employee Professional Development & Training – **\$7,679** overspent – September had a larger expense total of \$6,433 for conference registrations, UVA Coach Teachable.com, Cadapult Press, American National Standard, and a reimbursement for team building.
- EH – Rental & Leases (Furniture & Equipment) - **\$1,367** overspent – July and September had two larger meeting space rental charges than anticipated at \$655 in July and \$894 in September.
- EL – Data Processing Services - \$4,855 underspent – The invoices for the CTS computer services has come in under what we projected for by \$4,581 so far this year, contributing the most to the underspend.
- EN – Personnel Services - **\$780** overspent – This overspend mostly comes from an expense of \$767 for OFM Personnel Services that was not projected for.
- EP – Insurance – Overspent **\$13,807** – This overspent amount is due to an accrual for the Commercial Cyber Liability Insurance Policy, Commercial Property APIP, and the out of state workers compensation policy.



Travel (G)

There is a negative BITD variance of **\$11,161**. September had travel expenses totaling \$4,087.



Grants and Benefits (N) – Grants to Counties

The CAPA Fund 186 has a negative variance of **\$409,196**, our RATA Fund 102 has a positive \$3,021,925 variance.

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



September 13, 2023

Office of Financial Management
Budget Office

RE: 2024 Supplemental Budget Request

The County Road Administration is pleased to submit their 2024 Supplemental Budget request.

If you have questions, please contact either myself or Drew Woods at 360.753.5989.

Sincerely,

A handwritten signature in black ink, appearing to read "Jane Wall". The signature is fluid and cursive, with a large initial "J" and "W".

Jane Wall
Executive Director

2023-25 BIENNIAL BUDGET DECISION PACKAGE

Agency: County Road Administration Board 4060

DP code/title: Federal Fund Facilitator Program Funding Source Change

Budget period: 2023 - 2025

Budget level: ML

Agency RecSum text: Amend the funding source identified in the 23-25 transportation budget for the Federal Fund Facilitators Program created during the 2023 Legislative session. The new program was funded entirely from Fund 102 – Rural Arterial Trust Account. However, statutory restrictions on the use of Fund 102 prohibit the program from being implemented as proposed by the Agency.

Fiscal detail

Operating Expenditures	FY 2024	FY 2025	FY 2026	FY 2027
Fund 102-1	-\$211,000	-\$211,000	-\$263,348	-\$263,348
Fund 108		\$151,392	\$270,848	\$263,348
Total Expenditures	-\$211,000	-\$59,608	\$7,500	\$0
Biennial Totals	-\$270,608		\$7,500	
Staffing	FY 2024	FY 2025	FY 2026	FY 2027
FTEs	0	1	2	2
Average Annual	0.5		2	
Object of Expenditure	FY 2024	FY 2025	FY 2026	FY 2027
Obj. A	-\$149,424	-\$42,006	\$0	\$0
Obj. B	-\$46,576	-\$12,602	\$0	\$0
Obj. G	-\$5,000	-\$5,000	-\$2,500	\$0
Obj. J	-\$10,000	\$0	\$10,000	\$0
Revenue	FY 2024	FY 2025	FY 2026	FY 2027
Fund 108	\$0	\$0	\$0	\$0
Total Revenue				
Biennial Totals				

Package description

At the request of Sen. Liias, the County Road Administration Board (CRAB) provided a proposal during the 2023 Legislative session to assist the counties with navigating federal programs and obtaining federal grants and other resources for their transportation infrastructure needs. Often the counties, and small cities and towns within them, don't have the resources or technical knowledge to seek out and write grant applications for federal funds. With the passage of the Infrastructure Investment and Jobs Act (IIJA), there are tremendous opportunities for local jurisdictions at the federal level, including applying directly to the federal government for transportation infrastructure grants. This proposal addresses how CRAB can provide the technical assistance needed by local governments to navigate the federal system, pursue grant opportunities, and maximize the federal investment made to the transportation infrastructure of Washington state.

The Legislature funded this proposal as a four-year trial program. However, the program was funded entirely from Fund 102 – Rural Arterial Trust Account (RATA). [RCW 36.79.020](#) limits the use of RATA funds to county roads in rural areas classified as rural arterials and collectors in accordance with the federal functional classification system and the construction of replacement bridges funded by the federal bridge replacement program on access roads in rural areas. Out of concern that this statutory requirement for the use of RATA funds could limit the implementation of the federal fund facilitator program, CRAB requested an informal opinion from the Attorney General's Office.

Informal Opinion Request:

For the upcoming 23-25 budget, we received a request from Sen. Liias to propose the creation of a federal funds facilitator program. A copy of the proposal is attached. When the transportation budget was adopted, the program was funded from one of our grant programs and we are concerned whether or not our proposal is an allowable use of those grant funds.

The proposal was to provide services to aid local government and tribes in the smallest 22 counties with applying for and managing direct federal grants. When we submitted the proposal, we were under the understanding that this program, if approved by the legislature, would be funded by general Motor Vehicle Fuel Tax (MVFT) funds. These general MVFT funds are allowed to be used for any road purpose in the State – including city and county roads. The Legislature liked the proposal and has funded it in the 23-25 biennium. Our concern is that rather than using general MVFT to fund the program, they budgeted the funding from MVFT that is set aside specifically for our Rural Arterial Program (RAP). [RCW 46.68.090\(2\)\(D\)\(f\)](#) directs a portion of the MVFT to be deposited into the Rural Arterial Trust Account (RATA) and expended in accordance with RCW 36.79.020. [RCW 36.79.020](#) states that Rural Arterial Trust Account funds shall be “expended for (1) the construction and improvement of county rural arterials and collectors, (2) the construction of replacement bridges funded by the federal bridge replacement program on access roads in rural areas, and (3) those expenses of the board associated with the administration of the rural arterial program.” Our concern is that the statute requires these funds to be used in a limited function that is in conflict with the proposal accepted by the Legislature for us to provide services to not just counties, but cities and tribes as well.

Crab is requesting an opinion whether our proposal, in whole or in part, as accepted by the Legislature is an allowable use of RATA funds.

Attorney General’s Office Response:

Thanks for providing this. Bryce Brown and I have reviewed the materials you provided as well as CRAB’s enabling statute, and we concur with your concerns. As you correctly note, RCW 36.79.020 limits RATA funds to uses for county rural arterials and collectors, CRAB expenses related to the same, and replacement bridges funded by the federal bridge replacement program. As originally proposed by CRAB to the legislature, the federal grant assistance program covers not only county governments but also city, town, and tribal governments, which do not appear to fall under the uses authorized in RCW 36.79.020. Since a budget proviso such as this one cannot supersede a codified law such as RCW 36.79.020, this would seem to create a conflict.

I recommend contacting OFM for further guidance, and would be happy to make myself available for a meeting if that would be helpful. Let me know if you have any further questions or concerns.

CRAB is requesting that the supplemental budget change the funding source of the program from Fund 102 – Rural Arterial Trust Account to either Fund 108 – Motor Vehicle Account or Fund 218 – Multimodal Account. These two funding source options allow CRAB to provide the program to local agencies and Tribes without statutory restrictions. CRAB further requests that the implementation of the program be moved from FY24 to FY25.

Questions: Contact Drew Woods at 360.753.5989

Assumptions and calculations

Estimated costs are based on:

- Hiring a Transportation Planning Specialist 5 in FY25
- Hiring a Transportation Planning Specialist 3 in FY26
- An initial capital outlay for each position to acquire office furniture, new computer, and other miscellaneous needs.
- Travel expenses to meet with the various local agencies, statewide meetings and conferences, and national meetings or conferences to stay abreast of federal programs and the associated requirements.

	FY25	FY26	FY27	FY28
FTE’s	1	2	2	2
Salary	\$103,572	\$188,592	\$188,592	\$188,592
Benefits	\$32,820	\$62,256	\$62,256	\$62,256
Travel	\$5,000	\$10,000	\$12,500	\$12,500
Capital Outlay	\$10,000	\$10,000		
Total	\$151,392	\$270,848	\$263,348	\$263,348

Strategic and performance outcomes

The initial trial period for this program will be 4-years beginning in FY25. CRAB will report back to the transportation committees on the program status based upon the reporting metrics identified below. In year 4 of the program, CRAB will recommend to the transportation committees whether to continue or end the program. Such recommendation will be made as part of CRAB's biennial budget submittal for the 27-29 biennium.

CRAB will report annually to the transportation committees the status of the program using the following performance measures:

- Number of local agency contacts
- Number of grants applications participated on
- Dollar amount of grants applied for
- Dollar amount of grants obtained with the assistance of the position.

Other collateral connections

Intergovernmental – All 39 counties

Stakeholder impacts – N/A

Legal or administrative mandates – N/A

Changes from current law – N/A

State workforce impacts – N/A

State facilities impacts – N/A

Puget Sound recovery – N/A

Other supporting materials – None

Information technology (IT) – N/A

2023-25 BIENNIAL BUDGET DECISION PACKAGE

Agency: County Road Administration Board 4060

DP code/title: Increased Motor Vehicle Account Transfer to Rural Arterial Trust Account

Budget period: 2023 - 2025

Budget level: ML

Agency RecSum text: Increase the transfer from Fund 108 – Motor Vehicle Account to Fund 102 – Rural Arterial Trust Account. The amount of increase requested is the amount the transfer was decreased in the 2023 supplemental transportation budget.

Fiscal detail

Operating Expenditures	FY 2024	FY 2025	FY 2026	FY 2027
Fund 102-1	0	\$4,487,000	0	0
Total Expenditures		\$4,487,000		
Biennial Totals	\$4,487,000			
Staffing	FY 2024	FY 2025	FY 2026	FY 2027
FTEs	0	0	0	0
Average Annual	0		0	
Object of Expenditure	FY 2024	FY 2025	FY 2026	FY 2027
Obj. N		\$4,487,000		

Package description

The 2023 supplemental budget (ESHB 1125 – Section 1006(4)) decreased the transfer from Fund 108 – Motor Vehicle Account (MVA) to Fund 102 – Rural Arterial Trust Account (RATA). The transfer amount was decreased from \$9,331,000 to \$4,844,000 for a total reduction of \$4,487,000. In 2022, the County Road Administration Board (CRAB) had a call for projects which included the \$9,331,000 transfer amount. In April 2023, the CRAB Board approved RATA funding of \$57,593,070 for partially funded and new county road projects.

Per WAC 136-161-070, the CRAB Board allocates 90% of estimated available funds to projects at the April meeting during odd numbered years. The remaining 10% of available funds are allocated at the April meeting during even numbered years. Due to the timing of the April 2023 Board meeting and ESHB 1125 being adopted by the Legislature, the reduced transfer amount was not factored into the approval of project funding in April 2023. However, it will be accounted for at the April 2024 CRAB Board meeting.

If the transfer from the MVA to RATA is not increased by the \$4,487,000 being requested, the following projects will be impacted:

Project	County	Legislative District	Lost Funding
County Well Road	Benton	16	\$1,059,900
Edgewood Drive	Clallam	24	\$490,000
NE 182 nd Avenue/NE Risto Road	Clark	17	\$301,328
P.H. 10	Cowlitz	19	\$100,000
Bunker Creek	Lewis	20	\$266,372
Duck Lake	Lincoln	13	\$584,300
Mountview	Lincoln	13	\$299,900
280 th Street S.	Pierce	2	\$59,400
Richardson Creek Bridge #300	Snohomish	39	\$48,700
Green Hollow Road Phase 3	Whitman	9	\$1,075,300

Questions: Contact Drew Woods at 360.753.5989

Assumptions and calculations

Projects and funding impacts are based on the project array adopted by the CRAB Board at the April 2023 meeting. Projects are scored by CRAB staff based on a competitive scoring process adopted by the 5 RAP regions. A complete list of the projects submitted by the counties, the project score, and the projects ranking based on the score is available on the [CRAB website](#) under Resolution 2023-003 found on pages 14-15 of the Board packet. With the adoption of Resolution

2023-003, the amount of projects that CRAB is under contract to provide the counties is \$182,631,350.

Strategic and performance outcomes

If the Agency request is adopted by the Legislature, 10 county road projects will receive full or partial funding.

Other collateral connections

Intergovernmental – All 39 counties

Stakeholder impacts – N/A

Legal or administrative mandates – N/A

Changes from current law – N/A

State workforce impacts – N/A

State facilities impacts – N/A

Puget Sound recovery – N/A

Other supporting materials – None

Information technology (IT) – N/A

2023-25 BIENNIAL BUDGET DECISION PACKAGE

Agency: County Road Administration Board 4060

DP code/title: Legacy Software Replacement Funding Source Change

Budget period: 2023 - 2025

Budget level: ML

Agency RecSum text: Amend the revenue source identified in the 23-25 transportation budget for the replacement of legacy software programs needed for compliance, grant administration, and training programs. This request splits the costs among the agencies three operating accounts: Fund 102 – Rural Arterial Trust Account, Fund 108 – Motor Vehicle Account, and Fund 186 – County Arterial Preservation Account.

Fiscal detail

Operating Expenditures	FY 2024	FY 2025	FY 2026	FY 2027
Fund 102-1	-\$184,308	-\$184,308	-\$192,953	-\$192,953
Fund 108	\$168,323	\$168,323	\$176,739	\$176,739
Fund 186-1	\$15,442	\$15,442	\$16,214	\$16,214
Total Expenditures	\$0	\$0	\$0	\$0
Biennial Totals	\$0		\$0	
Staffing	FY 2024	FY 2025	FY 2026	FY 2027
FTEs	0	0	0	0
Average Annual	0		0	
Object of Expenditure	FY 2024	FY 2025	FY 2026	FY 2027
Obj. E	\$0	\$0	\$0	\$0
Obj. J	\$0	\$0	\$0	\$0
Revenue	FY 2024	FY 2025	FY 2026	FY 2027
Fund 108	\$0	\$0	\$0	\$0
Total Revenue				
Biennial Totals				

Package description

For the 23-25 transportation budget, the County Road Administration Board (CRAB) submitted a decision package for a maintenance level budget increase to reflect the added cost of replacing legacy software developed in-house with new commercially of the shelf software. The legacy software needed to be replaced to address outdated code that inhibited the ability of the agency to keep the software current and not vulnerable to security breaches.

The original request was funded by the Legislature. However, it was funded entirely by an increase in expenditure authority from Fund 102 – Rural Arterial Program. While grant management is a part of the legacy software replacement, it is a small part. Most of the legacy software replacement is for systems in place for county road department compliance (RCW 36.78.070(2)), submittal of data necessary for the calculation and distribution of Motor Vehicle Fuel Tax (RCW 46.68.124), and providing training to county road departments on issues relating to county roads and the safe and efficient movement of people and goods over county roads through an online learning management system (RCW 36.78.070(4)). While CRAB provided a split of the cost of the replacement software in the 23-25 decision package, that split was not used to determine how to fund the legacy software replacement.

CRAB is requesting that the supplemental budget divide these software costs among CRAB's three operating accounts: Fund 102 – Rural Arterial Trust Account, Fund 108 – Motor Vehicle Account, and Fund 186 – County Arterial Preservation Account.

The text below in italics is from the decision package submitted for the 2023 Legislative session. It is included to provide context for the need for the replacement of the legacy software.

This decision package is for additional funding needed due to the cost of new software (acquired through grants) necessary for the County Road Administration Board (CRAB) to fulfill its statutory duties. This new software is to replace legacy software developed in-house by CRAB.

Chapter 36.78.070 RCW requires the CRAB to perform the following duties:

- 1. Establish by rule, standards of good practice for the administration of county roads and the efficient movement of people and goods over county roads.*
- 2. Establish reporting requirements for counties with respect to the standards of good practice adopted by the board.*
- 3. Receive and review reports from counties and reports from its executive director to determine compliance with legislative directives and the standards of good practice adopted by the board.*
- 4. Advise counties on issues relating to county roads and the safe and efficient movement of people and goods over county roads and assist counties in developing uniform and efficient transportation-related information technology resources.*
- 5. Report annually before the fifteenth day of January, and throughout the year as appropriate, to the state department of transportation and to the chairs of the house and senate transportation committees, and to other entities as appropriate on the status of county road administration in each county, including one copy to the staff of each of the committees. The annual report shall contain recommendations for improving administration of the county road programs.*

6. Administer the rural arterial program established by chapter **36.79** RCW, the program funded by the county arterial preservation account established by RCW **46.68.090**, and the emergency revolving loan program created in RCW **36.78.130**, as well as any other programs provided for in law.

Additionally, Chapter 46.68.124 RCW requires CRAB to maintain a master road log which is to be used to determine the portion of the Motor Vehicle Fuel Tax (MVFT) distributed to each county. To create the master road log, each county must annually submit their road log for review and approval of CRAB (RCW 46.68.124(2)).

To perform these duties, CRAB had developed in-house software. These legacy software solutions exceeded their useful life and required replacement.

Legacy Software	Year Developed	New Software	Enabling RCW
Mobility	2004	GIS-Mo	46.68.124(2)
CRAB Annual Reporting System (CARS)	2016	SmartSimple	36.78.070(1),(2), (3)
RAP Online	2010	SmartSimple	36.78.070(6)
Learning Management System (LMS)	N/A	Pinnacle	36.78.070(1),(2),(3), (4)

To replace these legacy systems, CRAB received the following grants:

Legacy Software	Replacement Software	Grant Entity	Grant Amount	Notes
Mobility	GIS-Mo	Traffic Safety Commission	\$450,000	
Mobility	GIS-Mo	Washington State Assoc. of Counties	\$260,000	Funds from RCW 46.68.120(3)
CARS & RAP Online	SmartSimple	Washington State Assoc. of Counties	\$350,000	Funds from RCW 46.68.120(3)
N/A	Pinnacle LMS	Traffic Safety Commission	\$101,000	

These grants funded the acquisition of the software solutions and some licensing fees. The grant funding from the Washington State Association of Counties is identified and authorized in the 21-23 Transportation Budget Sec. 223(2)(b).

GIS-Mo is a Geographic Information System (GIS) based system merging two software suites (VueWorks with ESRI Roads and Highways) into one system. GIS-Mo is necessary for the counties to maintain and submit their road log to CRAB. The road log is a compilation of roadway assets such as road name, length, width, federal functional classification, average daily traffic, etc. that are used to calculate the MVFT distribution percentage for each county. CRAB also submits the master county road log to WSDOT for inclusion in the state-wide road asset report submitted annually to the Federal Highway Administration. GIS-Mo will ensure that the counties and CRAB are in compliance with the new federal requirements (Model Inventory of Roadway Elements Fundamental

Data Elements – MIRE FDE) for road asset reporting. These new FHWA requirements must be in place by the end of September 2026.

SmartSimple is a single software suite that replaces two legacy software packages. The singular software suite will make it easier for CRAB to maintain, review submittals, and train the counties on its use. SmartSimple also allows CRAB to make the various county reports and grant program information available to the counties, the public, and policy makers.

Pinnacle is a learning management system (LMS) that provides training videos on a variety of subjects including design systems such as Civil 3D. Civil 3D is the CADD software used by most counties to design their county road projects. In addition to the training already available on the Pinnacle LMS, CRAB can upload its own custom training videos on the use of GIS-Mo and SmartSimple. This platform allows CRAB to provide general and customized training to the counties that can be viewed on demand when their schedule allows and to limit the expense of travel normally associated with this type of training.

Questions: Contact Drew Woods at 360.753.5989

Assumptions and calculations

To determine the responsibility of the three operating funding sources used by CRAB for operating expenses, each software package was evaluated to determine how much each fund used each software package.

	Fund 102 Rural Arterial Program	Fund 108 Motor Vehicle Account	Fund 186 County Arterial Preservation
GIS-Mo (VueWorks)	12.5% Fund Allocation Calculation	75% MVFT Allocation Calculation	12.5% Fund Allocation Calculation
GIS-Mo (ESRI Roads and Highways)	12.5% Fund Allocation Calculation	75% MVFT Allocation Calculation	12.5% Fund Allocation Calculation
SmartSimple	50% Grant Management	50% Standards of Good Practice Compliance	
Pinnacle LMS		100% Training	

Based on the percentages in the table above, the annual costs for the various software packages are:

	Total Price	Fund 102 Rural Arterial Program	Fund 108 Motor Vehicle Account	Fund 186 County Arterial Preservation
GIS-Mo (VueWorks)	\$51,813	\$6,477	\$38,859	\$6,477
GIS-Mo (ESRI Roads and Highways)	\$71,722	\$8,965	\$53,792	\$8,965
SmartSimple	\$82,500	\$41,250	\$41,250	
Pinnacle LMS	\$34,422		\$34,422	
Annual Total =	\$240,457	\$56,692	\$168,323	\$15,442

These prices are for FY24 and FY25. For outlying biennia, a 5% increase for inflation is assumed.

Strategic and performance outcomes

This package will allow CRAB to fulfill its Legislative mandate. Reports and data collected by these systems will aid CRAB to prepare it’s annual report to the Legislature on the status of administration of county roads throughout the state.

There is not a performance measure submitted for this package.

Other collateral connections

Intergovernmental – All 39 counties

Stakeholder impacts – N/A

Legal or administrative mandates – N/A

Changes from current law – N/A

State workforce impacts – N/A

State facilities impacts – N/A

Puget Sound recovery – N/A

Other supporting materials – None

Information technology (IT) – N/A

Engineering Division Board Report

October 2023 Meeting

Report Period: July 22, 2023 to October 20, 2023

Engineering Staff Highlights:

Deputy Director – Drew Woods, P.E.

I would like to start my report by acknowledging the successful launch on October 6th of the County Annual Report System (CARS) system in SmartSimple. From the great project management of Eric – to the tireless work of Derek and James troubleshooting, fixing, and improving the system – to Derek and Brian creating training videos for the learning management system – to Angela ensuring integration with Secure Access Washington (Allows one login for all the CRAB systems) – to Scott working on digital signatures and numerous other tasks. It was a true CRAB team effort that should be celebrated. The same philosophy and hard work with Donna and Steve should result in similar successes as we prepare to go live with the RAP Online replacement in Smart Simple in the next month.

We continue to work diligently on a \$200,000 grant that CRAB received from the Traffic Safety Commission to develop training and resource materials for GIS-Mo. Cameron and Eric have completed getting the scope of the work defined and quotes are almost finalized from DTS VueWorks, ESRI, and IMAGINiT Technologies. As we move into the implementation phase of the project, Brian will be taking the project over to work with the contractors to produce the videos and resources. He will then load everything into the Pinnacle LMS system for use by the counties.

In October, the RFP for CRAB’s Grant Effectiveness Study was advertised. A steering committee of CRAB staff and county representatives provided input on the RFP producibles and due dates. The goal is to have the final report issued by July 2024 with the consultant giving presentations of the findings at the Washington State Association of County Engineers conference in June 2024 and at the July 2024 CRAB Board meeting. This will also give staff time to submit any budget requests for the 2025 long legislative session resulting from the study findings.

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

Considerable time was spent this quarter with preparing to go live with SmartSimple CARS and then going live on October 6th. So far its been a successful roll-out with only minor issues. Big shout out to our IT team and other staff who helped make this happen. Derek provided the counties with a large number of consultations and support this quarter. Two county visits were made with Steve Johnson to do RAP program/project document reviews at Thurston and Pend Orielle counties. Derek had a number of meetings with SAO staff regarding county issues, and attended the quarterly SAO Local Government Accounting Committee meeting. Derek also attended DOR training on local tax levies. Lastly, Derek participated in targeted County Engineer

and the Legislative/Executive Authority and the Road Department training for the Spokane County BOCC.

Grants Program Manager – Steve Johnson, P.E.

In quarter 3, I reviewed recently completed RAP projects. We are catching up with these project field reviews as well as some project audits.

Several active RAP projects reached construction this quarter, qualifying for the Match Adjustment amendment. A summary list of these projects, including total RATA allocations, is included as an appendix.

SmartSimple RAP Online replacement efforts have continued, and the effort will increase now that the CARS replacement is live.

Design Systems Manager – Brian Bailey

This quarter, I traveled to Spokane County and Klickitat County to provide customized, in-person training of AutoCAD. This training was very well received by all who attended and were thankful that they did not have to travel to Olympia to receive this training. As a result, we provided a Civil 3D training in Spokane for Spokane, Pend Oreille, Grant and Whitman counties in October.

I worked with Derek Pohle this quarter to produce training videos in support of the transition of C.A.R.S. to SmartSimple. These videos were posted to our Learning Management System and collated into a learning path for the counties.

As the manager of our Learning Management System, I have assumed the Project Managers role of our GIS-Mo Training Grant from WTSC. We are currently awaiting final proposals from two vendors with plans to execute production of training materials mid-November, 2023.

Road Systems Manager – Mike Clark

This past quarter I spent several days in SE Washington training Asotin, Franklin, Garfield, and Walla Walla County Public Works staff on pavement rating. In addition, I am in the planning stages for one more pavement rating training in NE Washington before the end of the year. I have also been working with several counties on the GIS-Mo Pavement Management Program and look forward to seeing how they manage this as their systems become more sophisticated.

This past quarter I have been spending a considerable amount of time with individual counties on GIS-Mo training. This includes introductory, dynamic reports, traffic study updates and MVFT Audit Trail closeouts.

Lastly, towards the end of September I started generating Road Rating Status reports for all 39 counties. Thank you to everyone who is providing me weekly updates.

County Engineer Appointments:

- On August 14th, Jesse Larson, P.E. was appointed to the Pend Oreille County Engineer position. Mr. Larson comes to the county from the Washington State Department of Natural Resources.
- On November 1st, Esco Bell, P.E. will begin work as the new Island County Engineer.

County Engineer Vacancy Status (WAC 136-012):

County	Effective Date	Original Six-Month Expiration	Six-Month Extension	Notes
<i>Asotin</i>	June 1, 2023	December 1, 2023	-	Consultant firm providing interim CE support
<i>Grays Harbor</i>	TBD	-	-	John Becker, PE Interim
<i>Pacific</i>	Sept. 15, 2023	March 15, 2024	-	Grace Barnkow resigned, county yet to put a plan in place to satisfy WAC 136-12

County Audit Reviews:

	Number	Findings	Management Letters	County Road or ER&R	CRAB Follow-Up Needed
<i>Financial</i>	24	18	12	Yes(1)	No
<i>Accountability</i>	4	0	2	Yes(1)	No
<i>Fraud</i>	1	1	0	No	No
<i>Performance</i>	0	0	0	-	-

Mason County – ML, regarding updating procurement policy

Klickitat County – ML, need more robust policy/practice in place to detect fraud in fuel use

Design Systems and Unmanned Aerial Systems (UAS) Update:

- 2024 Road Design Conference
 - We are now soliciting sponsorship for the 2024 Road Design Conference. This year, we have adjusted our sponsorship tiers in anticipation of garnering more support. Details of the conference can be found on our website.

- Training
 - 16 county staff attended three separate training classes offered in Spokane and Klickitat Counties.
 - CRAB developed C.A.R.S. training videos and leaning paths in support of our transition to SmartSimple.
- UAS Operations
 - CRAB attended the APWA Fall Conference in Wenatchee earlier in October. Jane, Jason and I represented CRAB with a Trade Show Booth, highlighting our UAS Program. We had substantial interest in who CRAB was and what our agency does. Many were completely unaware of us. This was an excellent opportunity for exposure in the engineering community.

Learning Management System Update:

- 2023 3rdnd quarter performance
 - The platform has 844 registered users and has had 187 unique logins during the period.
 - Users have accessed 703 individual assets and 432 learning path courses.
 - Of the assets accessed, 605 were CRAB’s custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This represents 55% of all individual assets consumed in this quarter.
- Using imputed averages for assets and courses, CRAB provided approximately 275 person-hours of training.
- This quarter’s performance numbers are even higher than last. This is attributed to the roll-out of CRAB’s new C.A.R.S. software. CRAB developed a new learning path in support of this roll-out, which has driven usage up during the month of October.

County Visits and Training – Engineering Team:

- On August 17th and 18th, Brian was in Spokane county to provide design system training.
- On August 24th and 25th, Brian traveled to Klickitat county to provide design system training.
- On August 29th, Jane and Drew traveled to Wenatchee to present the Project Manager(s) of the Year award to Paula Cox, P.E. and Josh Patrick, P.E. for the West Cashmere Bridge project at the Chelan County BOCC meeting.
- On August 30th and 31st, Mike was in Garfield county to provide pavement rating training to multiple counties.
- On September 6th, Derek and Steve traveled to Thurston county for a document review,
- On September 12th, Jane and Drew traveled to Bellingham to:
 - Present the Program Manager(s) of the Year award Gina Miller and Michael Koenan for Whatcom county’s maintenance program to at the Whatcom County Council meeting. The nomination focused on their work responding to severe weather events in 2022 while keeping general maintenance activities on schedule.
 - Present the Urban County Engineer of the Year award to Jim Karcher, P.E.

- On September 29th, Derek and Steve traveled to Pend Oreille county for a document review. A closeout letter with their findings is included in the division report.
- On October 2nd thru the 5th, Brian was in Chelan county for the Fall APWA conference.
- On October 18th, Mike traveled to Adams county for the Eastern Washington Area County Road Supervisor (EWACRS) meeting.



Pend Oreille County
Board of Commissioners

John Gentle
District #1

Robert Rosencrantz
District #2

Brian Smiley
District #3

Crystal Zieske
Clerk of the Board

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

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

E-mail: commissionersoffice@pendoreille.org

August 14, 2023

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

Dear Ms. Wall,

Attached is a copy of Pend Oreille County's resolution, R-2023-87, designating Jesse Larson as the Pend Oreille County Engineer, effective August 8, 2023. The County Commissioners have rescinded R-2022-95, which extended the designation of Don Ramsey as Professional Engineer and George W Luft as the Acting County Engineer. The Commissioners are aware of WAC 136-12, the requirement of notification to CRAB within five business days, so are emailing this notification letter in order to be in compliance.

Jesse Larson
Pend Oreille County Engineer
Washington Professional Engineer Registration Number: 46080
PO Box 5065/625 West 4th Street
Newport, WA 99156
e-mail: jesse.larson@pendoreille.org
phone: (509) 447-6468

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

Sincerely,

Crystal Zieske
Clerk of the Board
Pend Oreille County Commissioners

Attachments: R-2023-87, Public Works Organization Chart

**PEND OREILLE COUNTY
NEWPORT, WASHINGTON**

RESOLUTION NO. 2023- 87

**DESIGNATING JESSE LARSON AS THE COUNTY ENGINEER
FOR PEND OREILLE COUNTY**

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

WHEREAS, Pend Oreille County adopted Resolution 2022-95 on October 18, 2022, extending the designation of Don Ramsey as the Pend Oreille County Professional Engineer and George W Luft as the Acting County Engineer, and

WHEREAS, the County is hereby repealing R-2022-95, and

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

WHEREAS, Pend Oreille County hired a County Engineer, effective August 8, 2023, and

WHEREAS, Jesse Larson, P.E., shall perform all professional engineering functions, including those documents that must be signed by a Licensed Engineer, as required by RCW 18.43, and

WHEREAS, Jesse Larson, P.E., shall sign all documents requiring the signature of a licensed Professional Engineer, has the qualifications required to fulfill the duties of a professional road engineer in conformance with chapter RCW 36.80.

NOW THEREFORE, BE IT RESOLVED that Jesse Larson is hereby designated as the County Engineer for Pend Oreille County, effective August 8, 2023.

[executed page with signatures is attached]

ADOPTED this 14 day of August, 2023.

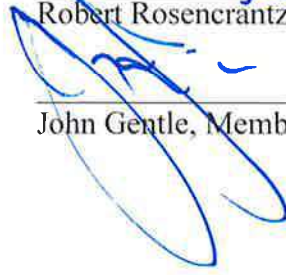
**BOARD OF COUNTY COMMISSIONERS
PEND OREILLE COUNTY, WASHINGTON**



Brian Smiley, Chair



Robert Rosencrantz, Vice-Chair



John Gentle, Member

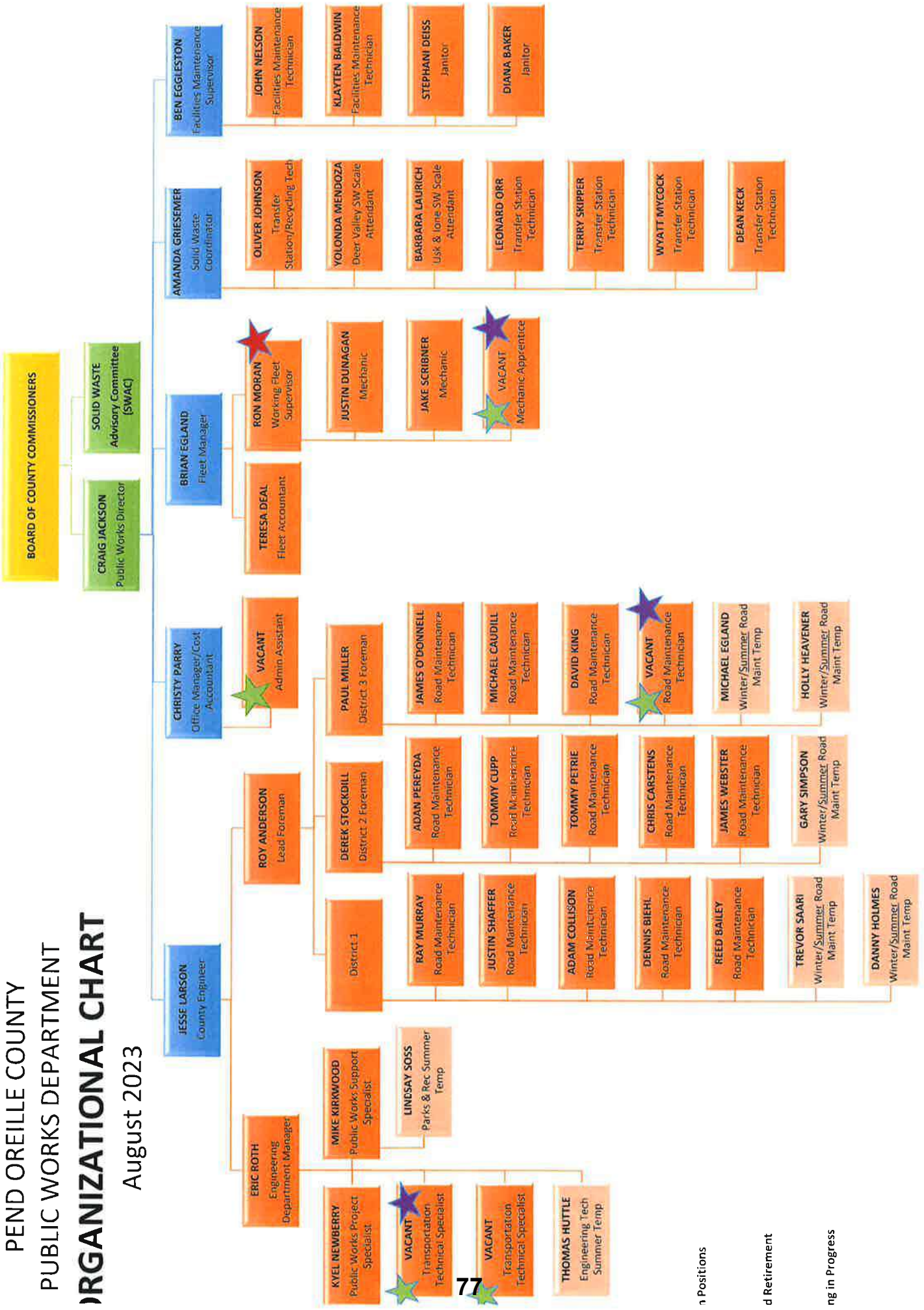
ATTEST:



Crystal Zieske, Clerk of the Board

PEND OREILLE COUNTY PUBLIC WORKS DEPARTMENT ORGANIZATIONAL CHART

August 2023



n Positions

d Retirement

ng in Progress

From: [Connie Bowers](#)
To: [Woods, Drew \(CRAB\)](#); [Pohle, Derek \(CRAB\)](#)
Subject: New Island County Public Works Director / County Engineer: Esco Bell
Date: Monday, October 16, 2023 10:48:14 AM
Attachments: [image001.png](#)
[islandcountylogoem24_3801e712-105a-4b9c-bbc6-79a91001501b.png](#)

External Email

Hi Drew and Derek,

I wanted to let you know that Esco Bell has been hired as the new Public Works Director / County Engineer for Island County. I've heard all good things, and look forward to working together on the transition of this position.

His start date is Nov. 1st My last day will be Nov. 27th.

I've included some basic information about him below.

- He is reported to be a:
 - A team player
 - A dynamic, enthusiastic individual with a passion for Public Works
 - A problem solver
 - Has a breadth of knowledge
 - He is a Montana native who has spent the last three decades in the Pacific Northwest.

- He has a bachelor's degree in Civil Engineering from Montana State University
- He has a Master of Public Administration degree from Portland State University.
- He has a professional civil engineering license

- Public Works Director, Mount Vernon 16 ½ years
- Public Works Director, Pacific County
- City Engineer, St. Helens, Or.



Warm regards,
Connie



Connie Bowers, P.E.
Public Works Director / County Engineer
Public Works

Email: ConnieB@islandcountywa.gov | Office: +1(360)679-7346
1 NE 7th Street, Coupeville, WA 98239

Email is subject to public disclosure requirements per RCW 42.56

October 17, 2023

Jesse Larson, PE, County Engineer
Pend Oreille County Public Works
PO Box 5040
Newport WA 99156-5040

RE: Rural Arterial Program and RAP Project Documentation Audit
Office and Field Review Follow Up

Dear Jesse,

It was a pleasure to meet and work with you and Kyel during our office project documentation review on September 29, 2023. Your candor and cooperation were very much appreciated. This county visit resulted in some productive discussion and opportunities for learning as well as the project management review for your three recently completed projects. We visited all three projects the day before our meeting. As noted during the visit, each of the project reviews resulted in several notes with recommendations and some additional information required. Here is a summary of the comments per project:

Smackout Pass Road, RAP #2621-01

- Recommend documenting design decisions (design file)
- File remaining affidavits and releases as they come in.
- Please confirm this documentation via e-mail, when complete
- Close the project in RAP Online when possible.

Fertile Valley Road, RAP 2610-01

- Recommend documenting design decisions (design file)
- Need to verify Department of Revenue release
- Prepare Record Drawings, as-builts.
- Please confirm this documentation via e-mail, when complete
- Close the project in RAP Online when possible.

Coyote Trail, RAP 2613-02

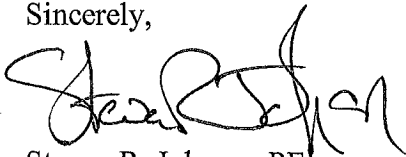
- Recommend documenting design decisions (design file)
- Need Subcontract List debarment check (although likely purged from files)
- Need Resolution of Award for the project
- Prepare Record Drawings, as-builts.
- Verify Notice of Completion, certified payrolls, affidavits, and releases

- Please confirm this documentation via e-mail, when complete
- Close the project in RAP Online when possible.

Each of these comments represent recommended or necessary documentation in the County file to ensure that State law and County policy has been properly followed in the development and construction of these projects using State funds. Not only is much of this required but, good project documentation is good risk management. It was quite apparent from our review that the lack of the county having a full time county engineer on staff to provide timely and consistent leadership and oversight was a major contributor to the issues we documented. Staff turnover also played a role. We are encouraged the county now has a full time leader in place at the road department.

Please call or email if you have any questions.

Sincerely,



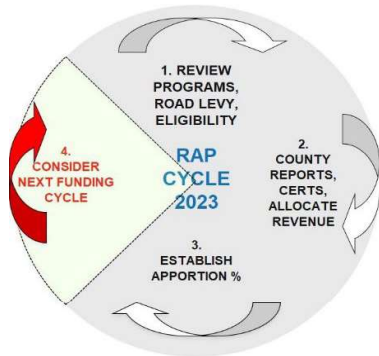
Steven R. Johnson PE
Grant Programs Manager
County Road Administration Board
360-350-6081
steve.johnson@crab.wa.gov



Derek Pohle, PE
Support, Training, and Compliance Manager
County Road Administration Board
360-350-6082
derek.pohle@crab.wa.gov

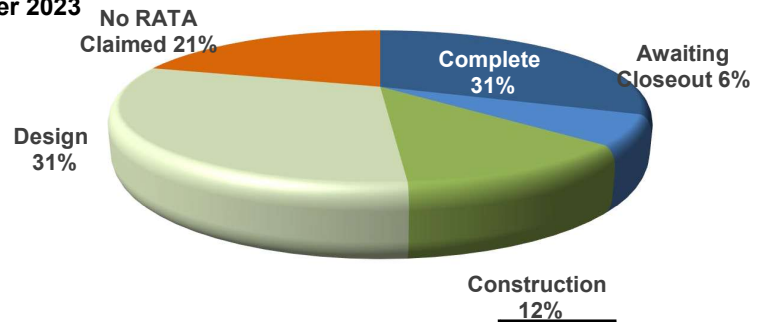
cc: Jane Wall
Drew Woods
project files

RAP Program Status:



RURAL ARTERIAL PROGRAM
October 2023

Projects Funded
2011 - 2025



PROJECT STATUS:

Billing Phase	'83-'11	'11-'13	'13-'15	'15-'17	'17-'19	'19-'21	'21-'23	Current Biennium	TOTAL
								'23-'25	
Completed	1039	2	48	28	23	9			1149
Awaiting Closeout	2		1	6	4		1		14
Some RATA paid	1		1	7	15	30	26	4	84
No RATA Paid						3		37	40
TOTAL	1042	2	50	41	42	42	27	41	1287

FUND STATUS:

Anticipated Revenue to end of '23 - '25 Biennium:

Fuel tax receipts and interest through June, 2023	690,992,513
Estimated fuel tax, int, Elect Vehicle overages and MVA Transfers July '23 thru June '25	45,093,400
Total estimated revenue	736,085,913

RAP Expenditures to date:

To Completed Projects	616,715,843
To Projects in Design or Under Construction	41,324,894
Administration	14,401,456
Total RATA spent	672,442,194

RAP Obligations:

RATA Balance on Active Projects	146,634,403
RATA \$ yet to allocate to Partially funded projects -	27,692,027
Requests for reimbursement - pending	30,901
Estimated remaining administration through 2023- 2025 biennium	1,101,164
Total RATA obligated	175,458,496

QTR 3 - 2023 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
July	\$25,801,548.84	\$1,615,869.85	\$66,755.33	(1,968,318.59)	11	(63,776.54)	\$25,452,078.89
August	\$25,452,078.89	\$2,887,619.33	\$72,472.83	(816,230.17)	18	(59,888.81)	\$27,536,052.07
September	\$27,536,052.07	\$2,244,457.49	\$71,835.35	(1,443,527.31)	23	(57,170.86)	\$28,351,646.74
TOTALS:		\$6,747,946.67	\$211,063.51	(4,228,076.07)	52	(180,836.21)	

Completed Projects:



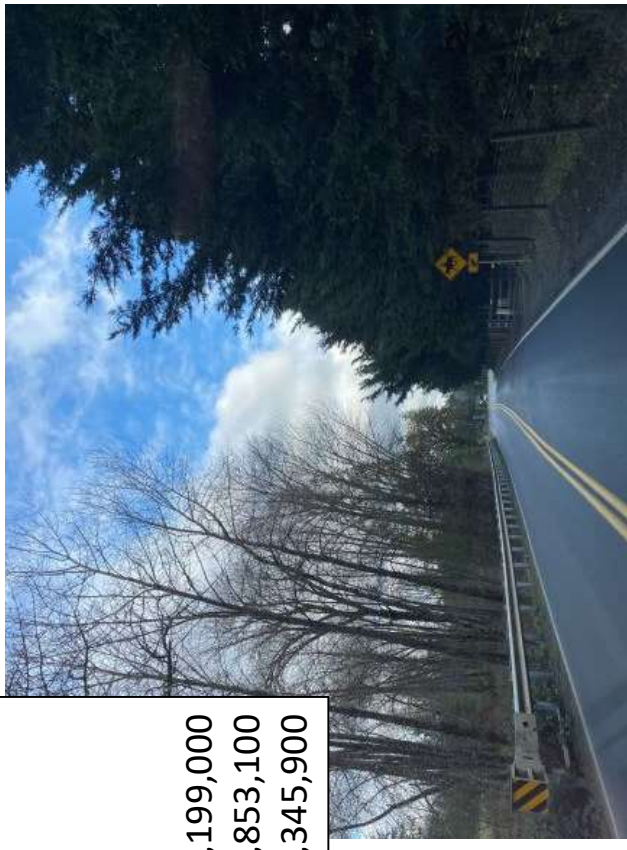
NE Manley Road is a high-volume Rural Minor Collector, running north-south near the City of Battle Ground with an ADT of 2,184.

Large quantities of rocks and debris filled the undersized culverts and water was ponding upstream. Roadway embankment erosion was occurring from water seepage through the soil, which is possible evidence that water was piping around the culvert due to the lack of culverts headwalls. Manley Road pavement distresses included sags/humps, raveling/aging, and flushing. The consequences of not addressing pavement condition and failing culverts would have been on-going deterioration, higher costs in the future to address, adverse impacts to commerce and safety of the traveling public.

Clark County
NE Manley Road
3R – 0613-03

Total Project Cost: \$5,199,000
RAP Contribution: \$1,853,100
Local Contribution: \$3,345,900

This was a 3R project (Resurface/Restoration/Reconstruction). The construction project included a structural asphalt overlay with safety edge to improve horizontal curves, safety and maneuverability. Roadway striping and updated pavement markings have been applied where needed. Further improvements included replacing the current CMP and concrete culverts with three new structures spanning the creek, placing riprap, and grade control structures in the channel. Two new 12" roadway drainage culverts have also been installed. Improvements meet hydrologic and permitting requirements; allow aquatic life and fluvial debris to pass; and accommodate 100-year flood flows.





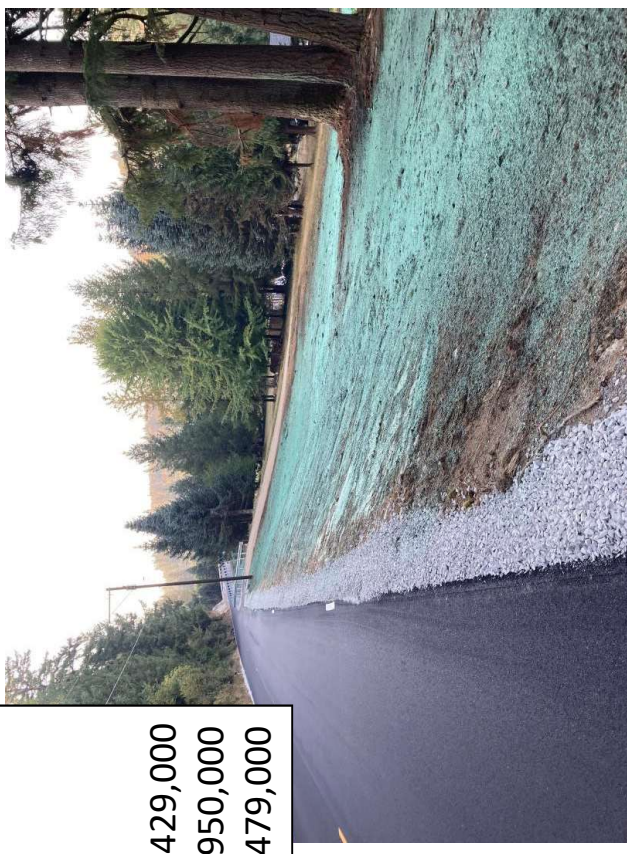
Clark County
 NE Munch Road
 3R – 0617-01

Total Project Cost: \$1,429,000
 RAP Contribution: \$ 950,000
 Local Contribution: \$ 479,000

This was a 3R project (Resurface/Restoration/Reconstruction). The improvements included reconstruction of a vertical curve on NE 414th Road, sight distance improvements, guardrail installation, removal of a rock face to improve visibility, and application of a structural asphalt overlay with a safety edge to enhance safety, maneuverability, and longevity. Existing utility poles and roadside objects have been relocated or protected where feasible, reducing accident risk.

NE Munch Road is a high speed, rural major collector running north-south from NE Cedar Creek Road to NE 414th Street and is used as a collector between State Route 503 and Woodland, Washington. This 0.55 mile section of roadway is identified as a non-truck route and has an ADT of 900.

Pavement distresses primarily included weathering, rutting and alligator cracking, and an asphalt overlay was needed for structural adequacy. There were also 3 reported injury accidents between 2012 and 2014. All accidents were related to fixed objects.





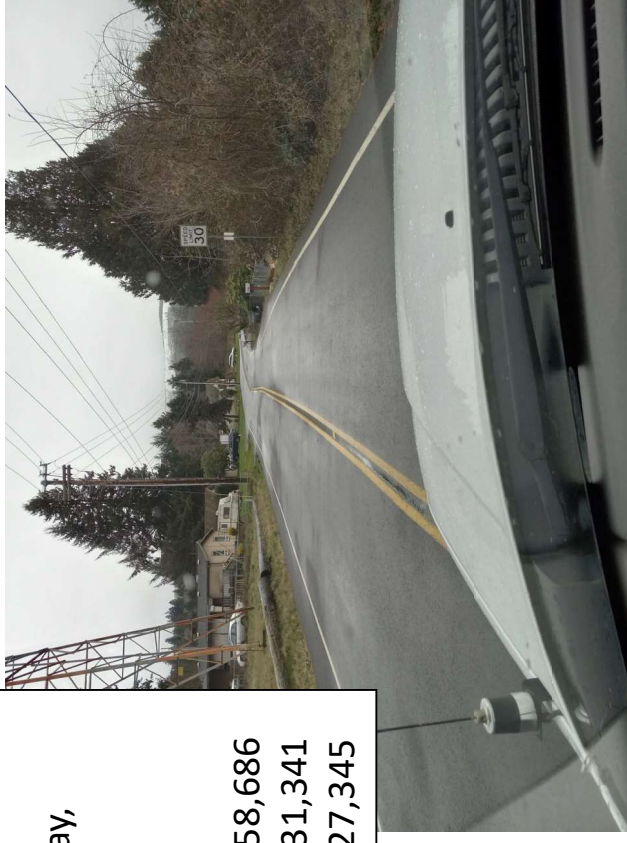
Columbia Street was formerly the State Route to Cathlamet and was given to the county when SR-4 was built. Many people use this route to get down to main street in Downtown Cathlamet. This county road connects the commercial areas on SR-4 with the downtown commercial areas that are in the town.

Years of use and City water & sewer projects had left the road surface in need of a new driving surface.

Wahkiakum County
 Columbia Street Overlay,
 Segment 1
 2R – 3515-02

Total Project Cost: \$258,686
 RAP Contribution: \$231,341
 Local Contribution: \$ 27,345

This was a 2R project (Resurface/Restoration). The road now has a smooth driving surface and a much better appearance. It is safer and has better drainage. A large drainage structure that was above ground has been removed and is now at ground level.





East Smith Road is one of the largest East-West arterials in the Whatcom County road system. The road carries a large number of vehicles daily and serves as an alternative route to SR 542, Mt Baker Highway, during times of congestion or closure.

E Smith Road's paving surface was exhibiting wear as expected for its age and traffic volume. The road needed to be repaved with HMA to refresh the wearing course.

Whatcom County
 East Smith Road
 2R – 3719-03

Total Project Cost: \$2,246,051
 RAP Contribution: \$2,021,446
 Local Contribution: \$ 224,605



This was a 2R project (Resurface/Restoration).
 The project was successfully paved in Summer of 2020.

Staff Project Actions Taken:

Project Actions Taken by CRAB Staff

I. Staff Action Douglas County – Scope Change request for McNeil Canyon Road (0922-01)

Douglas County requested a scope change for their McNeil Canyon Road RC project. The request is based on findings during preliminary design that lead to increasing the project length from 0.9 miles to 1.15 miles. The additional length will allow the elimination of a curve, and a better transition to existing alignments and widths. The change in length did not alter the project scoring, and therefore did not change the project ranking in the original funding array.

The director forwarded a letter on September 8, 2023 accepting the scope change and modifying the project beginning and ending mileposts.

I. Staff Action Ferry County – Scope Change request for Bridge Creek Section 13 (1017-02)

Ferry County requested a scope change for their Bridge Creek Section 13 3R project. The request is based on the discovery that original mapping of beginning and ending mileposts were incorrect. The revised beginning and ending mileposts corrects the project location and matches the original intent of the project, based on the original prospectus vicinity map. The correction does not change the project ranking in the original funding array.

The director forwarded a letter on October 4, 2023 accepting the scope change and modifying the project beginning and ending mileposts.

Previous Board Actions Update:

County Road Administration Board – October 26, 2023

I. Updates on previous Board actions - Projects

- **Columbia County – Lower Hogeys (0713-02) construction lapse extension to April 2025**
 - Columbia County has begun a county forces construction phase for clearing and grubbing, which meets the requirement to get the project to construction by April 2025.



- **Asotin County – Snake River Road project termination and waiver of payback**
 - Asotin County has been awarded RATA funding in our current cycle ('23-'25), aiming to construct Phase 1 – a portion of the original project. Phases 2-4 (the remainder of the project) are still seeking funding. They have been approved on the 2023 STIP for the MPO to request additional federal funding. This entire project length will be conducted in four phases, scheduled to be completed within the timeline established in the waiver of payback agreement.
 - The cost estimate for Phase 1 has increased significantly between the county's 90% estimate and the 95% estimate. The county is looking to reduce costs through design modifications, and will also reach out to WSDOT and the MPO for additional funding. The project is scheduled for bid in December, however the county does not currently have the funding necessary to cover the increased costs.

- **Skagit County’s Francis Road extension**
 - Skagit County is “federalizing” the Right-Of-Way phase of the project in anticipation of securing federal funding. Anticipating going to AD by March 2024 (or sooner), once federalizing of the ROW is approved.
 - The County was awarded \$1.75 million in HSIP grant funding in September 2023, with no match if this funding is obligated before April 30, 2026.
 - The County will also plan on using CAPP funds to supplement eligible portions of paving for the project.

- **Cowlitz County’s South Cloverdale Road extension**
 - Cowlitz County’s South Cloverdale Road project was granted a two-year extension to reach construction.
 - The county is continuing the Right-Of-Way phase processes and requirements necessary for this project.

II. Updates on previous Board actions – Emergency Loan Projects

- **Columbia County Emergency Loan for Road, Bridge, and Streambank Repairs damaged in Flooding Event (Original loan of \$500,000)**
 - The amended contract term for the original loan was extended and is due April 2024.
 - The County has been informed that expected flood reimbursement payment should be delivered to the County shortly, allowing them to repay the loan ahead of the due date, however remain waiting for the payment from FEMA. The County continues to work with FEMA to complete documentation.
 - Including simple interest, the single loan amount still due is now \$518,908.33

Current ELP account balance is \$2,597,536.52

III. Updates on previous Board actions – Resolution 2022-010 – Allowing additional RATA funding for projects reaching construction in 2023/2024

The following projects were granted contract amendments for reaching construction in 2023: **(projects in Bold are new amendments this quarter)**

• Chelan County – Goodwin Road #0419-02	\$154,000
• Chelan County – Chumstick Highway #0421-01 (Final)	\$122,000
• Columbia County – Rose Gulch Road – Vernon Smith Bridge	\$ 52,500
• Ferry County – Boulder Creek Sec. 1 #1015-02	\$190,000
• Ferry County – Inchelium Hiway Rehabilitation	\$ 83,300
• Grays Harbor County – Garrard Creek Road Realignment	\$173,000
• Mason County – Old Belfaire Hwy #2319-02	\$232,000
• Okanogan County – Old 97 #2419-02	\$204,000
• Spokane County – Wheeler Rd #3221-01	\$142,700
• Stevens County – Swenson South #3317-01	\$350,000
• Whitman County – Almoda Road (Phase 3)	\$383,333
• Yakima County – Independence Rd – Fordyce to Maple #3917-01	\$200,300
Total to date:	\$2,287,133

Information Services Division Report

Eric Hagenlock, IT Director | OCTOBER 26th, 2023

Applications

CARS Go-Live

CRAB Staff completed implementation of SmartSimple Software-as-a-Service (SaaS) for CRAB Annual Reporting System (CARS), December reports. Although many CRAB staff from both IT and Engineering contributed to the success of this project, James Rea and Donna Quach, both Software Engineers, deserve recognition for the amazing work they did throughout! The system was opened to county staff on October 6th, 2023. December reports include Annual Construction Program, County Arterial Preservation Program, Pavement Management Certification, Maintenance Management Certification, Work Plan and Budget, and County Budget Summary. Each of these reports must be submitted by each county’s appointed County Engineer by December 31st, 2023. As of October 18th, 2023 twenty-three of thirty-nine counties have onboarded at least one user into the new CARS platform.

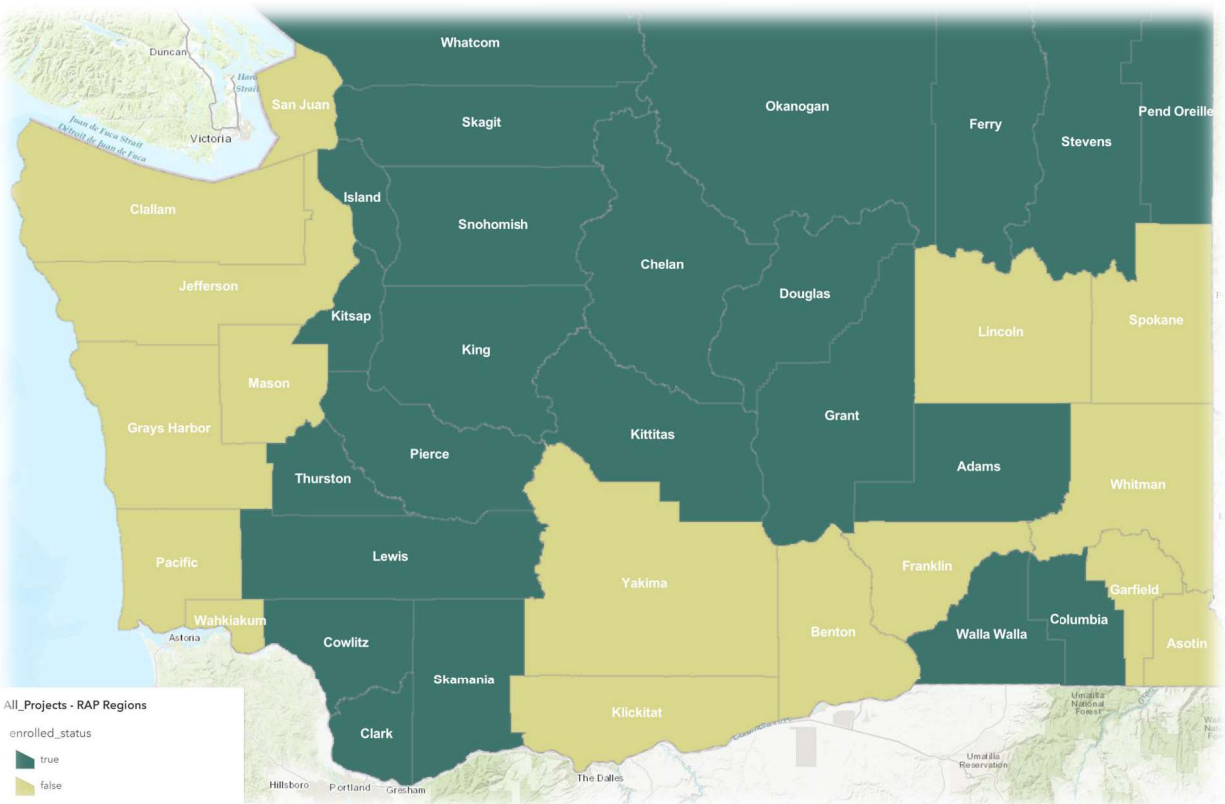


Figure 1County CARS Onboarding Map

GIS-Mo

GIS-Mo Transportation Asset Management System (TAMS) is CRAB’s system of record for county road log which is used for all facets of CRAB business, including, MVFT distribution, RAP project location, system analysis, etc.

On September 29th, 2023 CRAB officially decommissioned its Mobility application, the predecessor to GIS-Mo. CRAB staff concentrated on outreach on organizational change management to ease this transition and based on number of calls, emails, and helpdesk tickets since Mobility went offline appears to have been successful.

During August, September, and part of October 2023 include an ESRI symbology contract which resulted in an overhaul to all road log layers in GIS. The new look has been through a small workgroup of county staff, and a widely distributed survey of county staff, to collect feedback before finalizing this project. The overriding consensus is in favor of the changes proposed and CRAB GIS is moving forward to final implementation.

GIS-Mo has many ongoing projects from the 2023 Road Map which are summarized below.

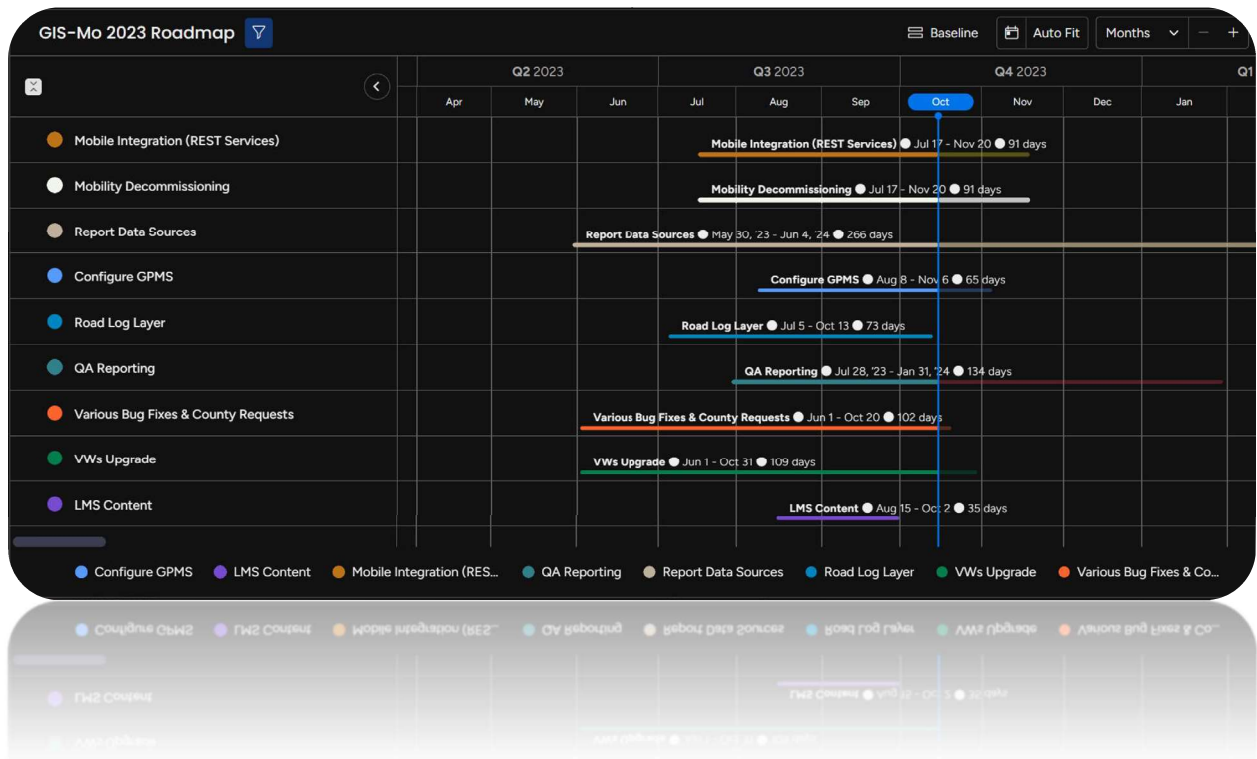


Figure 2 GIS-Mo Road Map

GIS

CRAB GIS has grown dramatically since the rollout of GIS-Mo in 2021. Since this time, Cameron Cole, GIS Manager and Liana Roberson, GIS Specialist, have been invited to speak and present at many conferences and community events. Industry professionals are consistently impressed with the level of data on such a large system of roads CRAB staff is able to maintain. A testament to not only CRAB staff, but the county staff that enter and quality check this information.

On October 11th, 2023 they presented at the ESRI Roads & Highways User Group (RHUG). Their presentation resulted in a follow-up invitation to the product development meeting. A benefit to CRAB and counties to have a seat at the table in a product so integral to county road log maintenance.

On August 24th, 2022, CRAB GIS participated in a workshop with Arizona DOT. This was a great information exchange. One valuable takeaway is a cross-section visualization tool CRAB staff is evaluating and hopes to integrate with GIS-Mo to help county staff quality check their road log data.

To highlight the capabilities of CRAB GIS, below is a map of all CRAB funded roads. This simple map pulls data together from three separate systems (GIS-Mo, CAPP, and RAP) and provides a lot of information at a glance. The map shows the county road network (light grey) with all RATA funded projects (green), and CAPA funded projects (yellow). CRAB GIS is working on an interactive map that will allow further exploration of your counties and legislative districts.

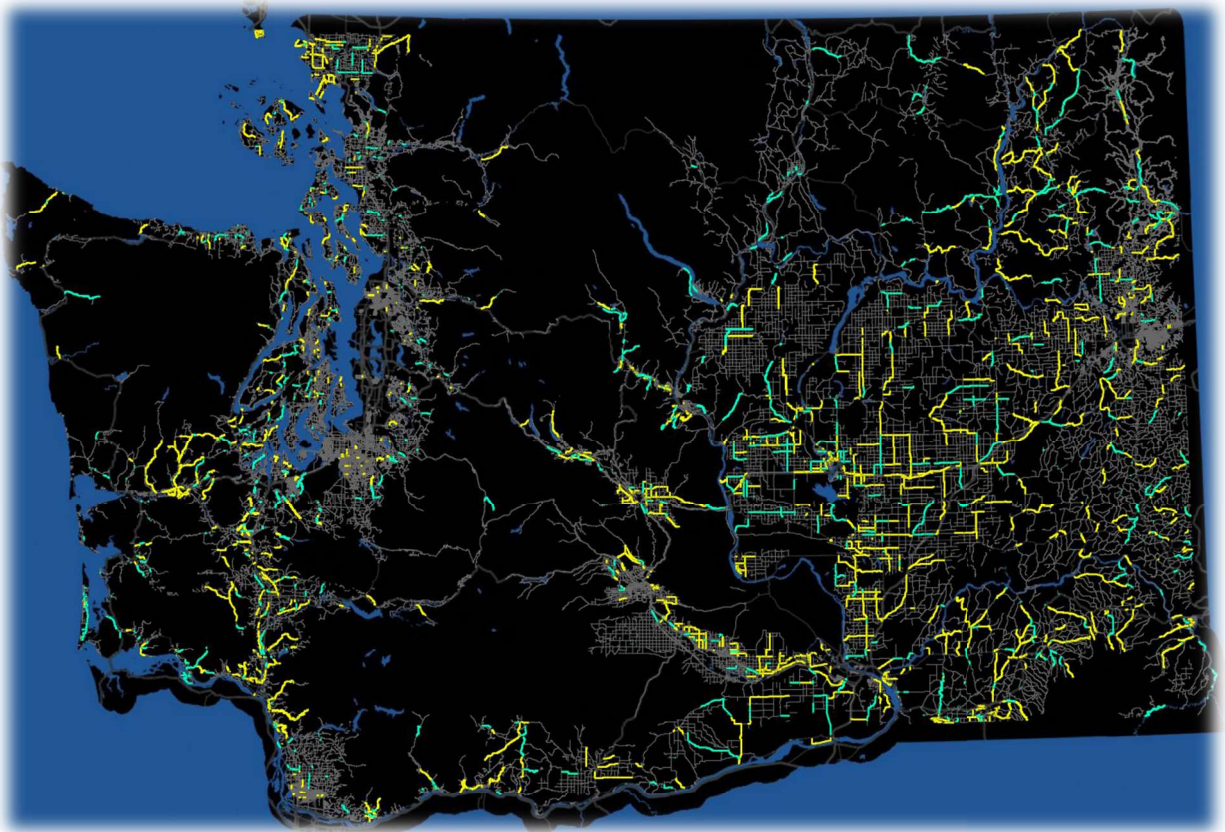


Figure 3 CRAB Funded Roads

Systems & Security

Security Activities

Since the program began in 2021, CRAB has consistently been ranked in the top 10 of 150 state agencies in security score. During a September 2023 Chief Information Officer (CIO) & Chief Information Security Officer (CISO) update CRAB was recognized as #1 in this area! Specifically, the state CISO, Jack Potter, recognized Scott Campbell, IT Security Engineer, and his consistent quality of work in this area. Currently our security score sits at 824 of 900. Anything over 750 being a good score.

However, user behavior is as much of a threat to security as software updates and system patches that are aggregated for security score. When such threat is phishing emails. To keep CRAB staff alert to these

threats, Angela Rice, IT Systems Administrator, has a campaign that runs monthly. At least one staff failed this campaign in the first five of six months in 2023. This has improved to one fail in the last four months.

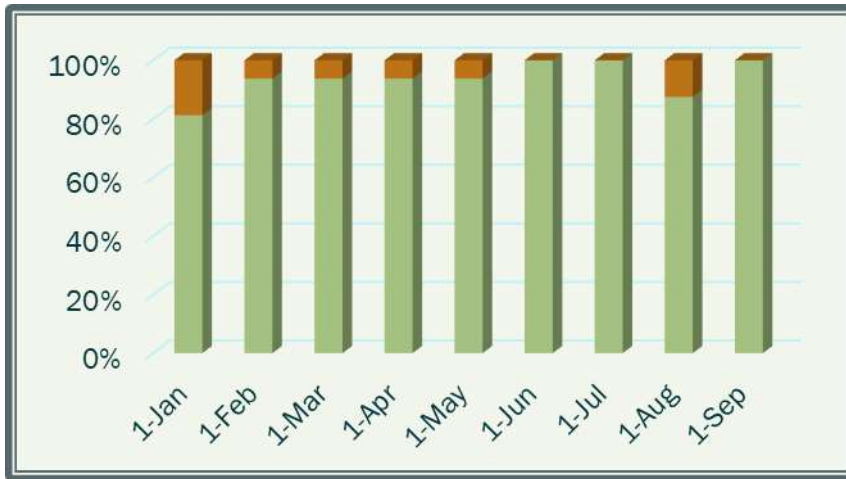


Figure 4 Phishing Campaign Results

Training & Support

CRAB staff is committed to the highest standards of customer service and support. This is no easy task with many organizational changes occurring either close together, or in some cases, simultaneously. In March of 2023, CRAB IT began a monthly GIS-Mo Forum and weekly Open Support Hours. Both have been a great success. Open Support Hour has over 400 participants between March 28th, 2023 and October 17th, 2023; averaging 20 participants/week. GIS-Mo Forum saw 403 participants between March 7th, 2023 and October 3rd, 2023; averaging 50 participants/week.

In addition to interactive training, meetings, and support calls, CRAB’s Pinnacle Learning Management System (LMS) provides much of the on-demand knowledge resource. Over three years GIS-Mo has had more than 4k unique views. You can see from the chart below the trend is increasing, and we expect this to continue as we add additional content.

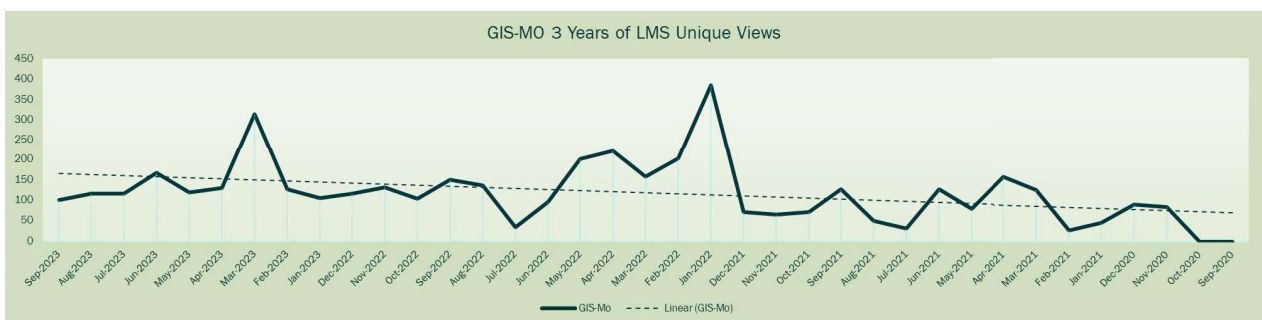


Figure 5 PinnacleLMS GIS-Mo Lifetime Unique Views

Operations & Administration

IT Portfolio

CRAB IT has implemented formal project management into its everyday work. Since the inception of this program in May 2023, CRAB IT has completed 15 projects, has 23 active projects, and another 33 project requests. Part of the project request and approval process is to determine strategic goal alignment of the project. Below you can see active projects by strategic goal alignment vs the requested projects by strategic goal alignment.

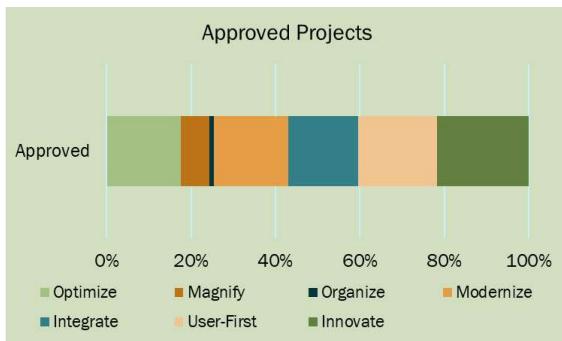
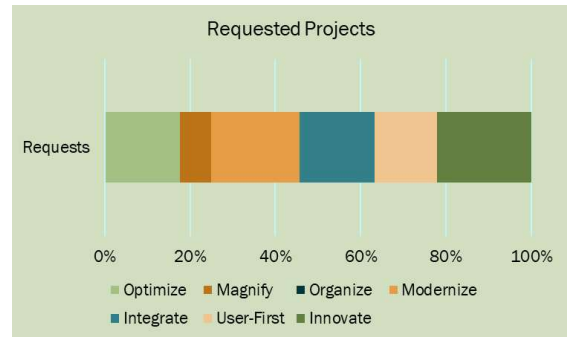


Figure 6 Approved & Requested Projects by Strategic Goal

IT Compliance

Each year, agency partners are asked to provide information on their technology portfolio and compliance with selected statewide policies that support statewide technology programs.

Washington state residents depend on us to keep their data safe and secure, and technology underpins virtually every business function in state government. As good fiscal stewards, we strive to ensure our scarce resources are wisely applied to support agency priorities.

Each topic highlighted in the 2023 technology certification process has significant business implications or considerations and are key indicators of risk within your agency. The annual technology certification process presents an opportunity for agency business and IT leadership to come together as strategic partners and engage in important strategic conversations. Topics such as the agency legacy modernization and investment strategy should be outcomes from the certification process.

WILLIAM KEHOE, STATE CIO

CRAB IS COMPLIANT WITH ALL PARTS OF OCIO ANNUAL IT CERTIFICATION. PART 1-5 DUE SEPTEMBER 30TH, 2023; PART 6 DUE DECEMBER 31ST, 2023. ALL PARTS HAVE BEEN SUBMITTED AND CERTIFIED.