



WASHINGTON STATE

**COUNTY ROAD  
ADMINISTRATION BOARD**

CRABoard Meeting

April 25-26, 2024

Olympia, Washington

**2404 Chandler Court SW, Suite 240  
Olympia, WA 98502  
360-753-5989  
[www.crab.wa.gov](http://www.crab.wa.gov)**



**AGENDA**

County Road Administration Board  
April 25-26, 2024  
CRAB Office - Olympia, Washington  
& Via Zoom

Thursday 1:00 pm

**Call to Order**

**1 Chair's Report - Commissioner Rob Coffman**

- A. Approve April 25-26, 2024 Agenda
- B. Approve Minutes of January 18, 2024 CRABoard Meeting

Action	Enclosure
Action	Enclosure

**Page #'s**

1 - 2  
3 - 9

**Public Comment Period**

**2 County Overview & Project Presentations**

- Thurston County - Matt Unzelman, PE
- Lewis County - Geoff Soderquist, PE
- Pierce County - Melissa McFadden, PE

Info	
Info	
Info	

**3 Compliance Report - Derek Pohle, PE**

Info	Enclosure

10 - 12

**4 Resolution 2024-004 Annual Certification - Jane Wall**

Action	Enclosure
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13 - 17

**5 Grant & Loan Programs - Steve Johnson, PE**

- A. Resolution 2024-002 Apportion RATA Revenues to Regions
- B. Preliminary Proposals 2025 - 2027 Biennium
- C. Consideration of Available Funds for Allocation ('23-'25 cycle)
- D. Resolution 2024-003 Allocate Estimated Revenue to Projects ('23-'25)

Action	Enclosure
Info	Enclosure
Info	Enclosure
Action	Enclosure

18  
19  
20 - 21  
22 - 23

**6 Executive Director's Report - Jane Wall**

- A. CRABoard Positions
- B. WSACE Award Nominations
- C. Legislative and Other Updates
- D. Strategic Plan Update
- E. Request for Informal Opinion from Attorney General's Office
- F. Open Public Meeting Act (OPMA) Training (video)

Info	Enclosure
Info	Enclosure
Info	
Info	Enclosure
Info	Enclosure
Info	

24  
25  
26  
27 - 30

**7 Deputy Director's Report - Drew Woods, PE**

- A. Proposed Changes to WAC 136-165-020
- B. Engineering Division Report
- C. Current Budget Status

Info	Enclosure
Info	Enclosure
Info	Enclosure

31 - 34  
35 - 61  
62 - 67

**RECESS**

**5:00 pm Dinner at Tugboat Annie's** (reservation for 15 under "Jason/CRAB")  
2100 W Bay Dr NW, Olympia, WA 98502-4399



Friday 8:30 am

Call to Order

Public Comment Period

- 8 **Presentation: GIS Innovations & Change Management - Cameron Cole**

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

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- 10 **IT Division Report - Eric Hagenlock, IT Director**

Info	Enclosure
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- 11 **Special Presentation: Grant Effectiveness Study Update - Drew Woods, PE**

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- 12 **Possible Executive Session**

68 - 69

ADJOURN

Chair's Signature: \_\_\_\_\_

Attest: \_\_\_\_\_

**County Road Administration Board  
Meeting Minutes  
January 18, 2024  
CRAB Office – Olympia, 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, 2<sup>nd</sup> Vice Chair  
Doug McCormick, PE, Snohomish County Engineer  
Art Swannack, Whitman County Commissioner  
Eric Pierson, PE, Chelan County Engineer  
Carolina Mejia, Thurston County Commissioner  
Peter Browning, Skagit County Commissioner

**Members Absent:** Al French, Spokane County Commissioner

**Staff Present:** Jane Wall, Executive Director  
Derek Pohle, PE, Support, Training and Compliance Manager  
Jason Bergquist, Executive Assistant  
Steve Johnson, PE, Grant Programs Manager  
Jacque Netzer, Communications Director

**Staff Present:  
Via Zoom** Drew Woods, PE, Deputy Director  
Eric Hagenlock, IT Director  
Mike Clark, Road System Inventory Manager  
Brian Bailey, Design Systems & UAS Program Manager

**Guests:** John Becker, Grays Harbor County Engineer  
Kevin Pine, Grays Harbor County Commissioner / Chair  
Axel Swanson, WSACE Managing Director

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**Thursday, January 18, 2024**

**CALL TO ORDER**

Chair Coffman called the meeting to order at 1:30 pm.

**CHAIR'S REPORT**

**Approve Agenda for January 18, 2024 Meeting**

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

**Approve Minutes of October 26, 2023 CRABoard Meeting**

Commissioner Pollock moved and Commissioner Swannack seconded to approve the revised minutes of the October 26, 2023, CRABoard meeting. **Motion passed unanimously.**

**Board Appointment**

Chair Coffman read a letter from WSAC announcing the appointment of Skagit County Commissioner Peter Browning to fill the term expiring in June 2025, and welcomed him to the Board. Commissioner Browning shared that he's excited to be joining the CRABoard!

**Public Comment Period**

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

**\*Agenda Revision**

Given that invited guests from Grays Harbor County arrived early, out of respect for their busy schedules, we moved around the schedule to cover their topic next (originally under **Compliance.**)

**Update on Conditional Certificates of Good Practice – Grays Harbor County**

Derek Pohle provided the Board with an update on Grays Harbor County. 7 counties were out of compliance with National Bridge Inspection Standards (NBIS). Specifically, a federal FHWA requirement deadline of December 31, 2022, regarding load rating for Specialized Hauling Vehicles. These counties had failed to meet the deadline for a variety of reasons. Those counties were: Clallam, Franklin, Grant, Grays Harbor, Lewis, Pierce, and Yakima.

Those counties were issued conditional certificates of good practice with a requirement that they become compliant by December 31st, 2023. All but one county was able to implement their corrective action plans and become compliant by the required date.

Grays Harbor County did not make the deadline for compliance with the conditional certificate of good practice. A good faith effort was made after the issuance of the conditional certificate but, staffing issues and lack of consultant capacity hindered those efforts. Approximately 30 bridges remain to be load rated.

In attendance, on behalf of Grays Harbor County, were their newly appointed County Engineer John Becker, and Grays Harbor County Commissioner / Chair, Kevin Pine. Mr. Becker provided a brief update on their current state of bridge inspection and shared their plans to hire a 2<sup>nd</sup> consultant (a structural engineer) to get the remaining work done. Mr. Becker reassured the Board that they're going to be more proactive moving forward. No estimated timeline for completion was given. CRAB staff recommended extending the conditional certificate of good practice to April 2024, at which time the Board can revisit the situation at their next board meeting.

Commissioner Mejia moved and Commissioner Pollock seconded to approve extending the Conditional Certificate of Good Practice for Grays Harbor County to April 2024. **Motion passed unanimously.**

**WSACE Managing Director – Axel Swanson**

Mr. Swanson reported on the activities of the Washington State Association of County Engineers (WSACE). He shared that they are in the thick of the 2<sup>nd</sup> week of session hearing bills that have been introduced. Bills from last year could also reappear. A Washington State Association of Counties (WSAC) Legislative Steering Committee (LSC) meeting was held this morning, gearing up for hearings coming up. Budgets are beginning to be talked about, Capital and Operating Budgets, having discussions with the Chairs. Mr. Swanson then spoke about a variety of bills he's tracking.

WSACE has its 2024 Professional Development Conference February 5-7 in Leavenworth, WA. An updated agenda is now posted on their website. The conference's focus will be on finance and risk management.

## **EXECUTIVE DIRECTOR'S REPORT**

### **2023 Annual Report**

Jane Wall shared that CRAB's 2023 Annual Report, for the first time, is fully digital, and has been posted to our website and shared out electronically via e-mail to the members of the House and Senate Transportation Committees, and other interested parties. Additionally, we are pleased to announce a new Legislative Resources page on our website, housing our annual report and new resources including: Detailed Legislative Requests, Informational Dashboards, and Contact Form for Agency Inquires.

Jacque Netzer, Communications Director, spoke about the goals and objectives with the redesigned Annual Report. She stressed that our new focus was to meet the statutory requirement (per RCW) that our agency provide "recommendations and requests" to the Legislature. The Annual rReport also highlighted some of our legislative asks going into session and pointed out some of the key accomplishments from the prior year.

### **Director's Activities**

Ms. Wall shared that things have been busy with the start of the 60-day legislative session. She has met with a number of legislators and continues to meet weekly with transportation colleagues & partners. During Quarter 4, 2023 Ms. Wall reported on the several public presentations she made, including, at the County Leaders Conference and to the Legislature's Joint Transportation Committee (JTC). CRAB also had a presence at the County Leader's conference as an Exhibitor. In December 2023, Ms. Wall presented on the preservation and maintenance challenges counties are facing to the both the WA State Transportation Commission, and at the interim briefing of the Washington Highway User's Federation.

**Legislative Hill Debrief** – The Board discussed how their meetings went between CRABoard Members and Legislators on Wednesday, January 17. Overall feedback was that things went great, and prepared materials were very helpful. The suggestion was made that "thank you" notes should be sent to Legislators who made time in their busy schedules during session.

**Chair Coffman called for a 10-min recess @ 2:43 pm, and meeting resumed @ 2:59 pm.**

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## **COUNTY COMPLIANCE**

Derek Pohle reviewed Compliance Report (reporting period from mid-October 2023 to mid-January 2024).

### **December 31st, 2023 Submittal Requirements:**

- Annual Construction Program
- Six Year Transportation Improvement Program
- County Arterial Pavement Preservation Program
- Pavement Management System Certification
- Maintenance Management Work Plan and Budget
- Road Fund Budget Summary
- County Engineer's Certification Form.

All the above forms and reports required to be submitted to CRAB by December 31st, 2023 in order to maintain compliance with the Standards of Good Practice have been submitted on time by 36 of the 39 counties. This is the first submittal using the new SmartSimple version of CARS and it had its hiccups but, by and large, the launch was successful, and the change did not appear to result in any counties missing the submittal deadline. A number of counties were struggling with

personnel vacancy issues which had an outsized effect on submittals. The three counties which did not make the deadline, had at least one delinquent report, were Asotin, Garfield, and Pacific.

For these three counties, compliance with the deadline could have been avoided had they gotten started on the submittals earlier, the forms were available on October 6th, 2023. Lack of having a full-time county engineer on staff was also a key issue for two of the three counties.

Staff recommended to the Board that it issue conditional certificates of good practice, at the April Board meeting, to Asotin and Pacific, entitling them to continue to receive their MVFT allocation. Staff will have updated recommendations at the April 2024 Board meeting.

**Cooperative Procedures for Processing of County Road Accident Reports – WAC 136-28**

All counties are required by WAC 136-28 to have responded to/processed at least 90% of the county road collision reports submitted to them for coding by December 31st of each calendar year. For 2023, 34 of 39 counties were compliant as required with the 5 remaining counties being very close to compliance and considered to be in reasonable compliance due to timing issues. One issue still plagues the CLAS system which relates to how the WSDOT program reacts to a “not my jurisdiction” response from the county.

**Bridge Inspection Certification – WAC 136-20-040** – covered previously under “**Update on Conditional Certificates of Good Practice**”

**IT DIVISION REPORT**

Eric Hagenlock (IT Director) gave a high-level overview of agency IT business including core applications, supporting systems and security activities, training & support programs, and IT strategic plan. Referenced individual IT staff in each area of responsibility.

Key IT activities mentioned were CARS go-live and successful completion of December 2023 reporting period as well as the SecureAccess Washington security incident response.

**CERTIFICATIONS**

**Resolution 2024-001 - Apportion RATA Funds to Regions**

Steve Johnson presented Resolution 2024-001 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$3,319,897 deposited to the RATA for October and November 2023 be apportioned to the regions by the established 2023-2025 biennium regional percentages after setting aside \$120,690 for administration.

Doug McCormick moved and Commissioner Browning seconded to approve Resolution 2024-001 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

**ENGINEERING REPORT**

Deputy Director Drew Woods shared that we do not have the December 2023 financials yet, so what’s being shared in this report is through November 2023. Right now, we’re coming just a little under budget, projecting right where we need to be. Most of that is because of salary savings due to a position vacancy we’re looking to fill shortly. Overall, the status of the budget is we’re in great shape, we’re a little ahead of schedule on travel, since we’re in the months where we don’t do as much travel. We did submit 3 decision packages, two of which are included in the Governor’s budget.

Mr. Woods provided an update on the work being done by the Rural Arterial Program (RAP) workgroup to implement the Grant Effectiveness Study. We have completed the RFP process and selected Berk Consulting to conduct a survey, direct user input, and complete the study in time for CRAB to submit budget packages based on the results of the study. The workgroup is very engaged and we're looking forward to working with Berk on this study. Berk and CRAB staff will present the results of the study to the Board at the July 2024 meeting.

Mr. Woods commended CRAB staff's work on developing training materials for GIS-Mo. Brian is doing a great job coordinating amongst the various companies helping to develop material and have it ready to put on our LMS system. Cameron, Lianna, and Eric have been helping to guide the material that is needed. This work is being done through a \$200,000 grant from the Traffic Safety Commission. Brian has been going out to the county's for design system training and preparing training videos for the new CARS system on the SmartSimple platform and RAP Online moving to SmartSimple. The LMS and Brian's great work on it continue to provide a huge benefit to the counties and our efforts to train on these new initiatives.

The transition from the old CARS to the new SmartSimple platform went well this November and December. While there were some hiccups in getting the December submittals completed (see Derek's compliance report for more detail), the hiccups were not due to the transition to the new platform. The transition was successful due to the hard work of James, Derek, Eric, Brian, Angela and Scott. A team effort - Great job to everyone involved! It is rare for a change like this to go as well as it did and that is 100% due to your hard work.

### **County Engineer Appointments**

Mr. Woods shared the appointment of Ed Sewester, P.E. as County Engineer for Island County which took effect on November 27, 2023.

### **County Engineer Vacancies**

There are 2 active county engineer vacancies in Asotin and Pacific counties. Asotin County has a consulting firm providing interim county engineer support. \*CRAB was notified just yesterday January 17, 2024) that John Becker, PE was appointed County Engineer for Grays Harbor County effective January 17, 2024.

Pacific County is in the process of contracting with a consulting firm (DCI) to handle their P.E. services on a short-term basis, while they continue to search for a permanent County Engineer. Jennifer Oatfield and Richard Drake were both appointed as Acting County Engineer team.

### **County Audit Reviews**

According to the State Auditor's Office (SAO), there were 16 county audits – 4 Financial, 11 Accountability, and 1 Fraud – with a total of 8 findings and 6 management letters sent out. Cowlitz County received a management letter with a finding regarding suspension/debarment. Ferry County received a management letter regarding updating its procurement policy.

### **Design Systems & UAS Update**

2024 Road Design Conference - We have secured 80% of our usual funding for the 2024 Road Design Conference. Registration for the conference will be opened mid-January to county staff. A preliminary agenda will be available on our website when registration opens. Brian is continuing to lock down more sponsorships to help cover costs to be able to offer the conference free of charge to attendees. Brian has done training classes in Olympia and Colville for design system work, we're getting a lot more demand for that from the counties to provide those trainings at great value to the counties and saves in travel costs.



**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 \$165.3M Total RATA obligated to currently active projects) and summarizes the most recent quarterly revenues and expenses.

**Regional RAP Meetings**

Regional meetings were held in January 2024. Topics covered: (1) Funding and project status for the RAP program, as summarized on the RAP Program Status Report. (2) Reviewed 2025-2027 Call for Projects – highlighting preliminary prospectus due date (March 1, 2024) and regional county funding and submittal limits. (3) Discussed new project type worksheets for NW and SW regions (now that all projects types are allowable for all regions). Updated worksheets based on discussion and will finalize prior to final prospectus opening in July. (4) Reviewed all active RAP projects with a high-level (construction-centric) project status overview. (5) 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. Briefly demonstrated SmartSimple’s RAP Online home screen and basic navigation. (6) Encouraged all counties to participate in the RAP Grant Effectiveness Study survey that will be available soon.

**Completed Road Projects**

Mr. Woods shared before & after photos and project highlights for a recently completed road project at *Smackout Pass Bridge* – #FA-2321-01 (Pend Oreille County).

**Current & Previous Board Actions**

Project Actions taken by CRAB staff were briefly shared on screen, followed by an update on Previous Board Actions taken (included in the board packet).

**Updates on previous Board actions - Projects**

**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 as authorized by Resolution 2022-10: (projects in Bold are new amendments this quarter)

- Chelan County – Goodwin Road #0419-02 \$154,000
  - Chelan County – Chumstick Highway #0421-01 \$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
  - **King County – Ames Lake Road Bridge No. 1320A \$288,900**
  - **Kitsap County – Burley Olalla Rd SE \$ 83,800**
  - Mason County – North Island Drive Culvert #2317-01 \$ 55,500
  - Mason County – Old Belfaire Hwy #2319-02 \$232,000
  - Okanogan County – Old 97 #2419-02 \$204,000
  - Skagit County – Pioneer Rd #2923-01 (match deletion only) \$0
  - Spokane County – Wheeler Rd #3221-01 \$142,700
  - Stevens County – Swenson South #3317-01 \$350,000
  - Whitman County – Almota Road (Phase 3) \$383,333
  - Yakima County – Independence Rd – Fordyce to Maple #3917-01 \$200,300
- Total to date: \$2,715,333**

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

**Chair Coffman adjourned the meeting at 4:29 pm.**

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Attest

# COMPLIANCE MANAGER'S REPORT

*Prepared by Derek Pohle, PE*

CRABoard Meeting – April 25-26, 2024

Reporting Period: mid-January 2024 thru April 2024

## COMPLIANCE

### April 1<sup>st</sup>, 2024 Submittal Requirements

#### **Annual Certification**

**CAPP Accomplishments Report,  
Fish Passage Barrier Removal Cost Report,  
Traffic Enforcement Expenditures Cert.,  
Marine Navigation and Moorage Cert.**

**Annual Construction Report  
Annual Certification for MMS  
County Ferry System Report  
2023 Road Log Updates**

This is the third submittal period using the new SmartSimple version of CARS, but the first for these reports. It had its hiccups, more than the two prior submittal periods, but by and large, was successful. The change did appear to affect some counties. Several counties were struggling with personnel vacancy issues which had an outsized effect on submittals.

31 of the 39 counties' required submittals were submitted to CRAB by the April 1<sup>st</sup> deadline. Of the 8 counties missing the deadline, 6 counties had reasonable explanations, complied soon after the deadline and, are considered to be in reasonable compliance. The remaining 2 counties, Clallam and Pacific did not have reasonable explanations and are not considered to be in reasonable compliance.\*

- Clallam County appeared to complete filling out the forms but, the county engineer failed to review and submit 4 of the reports until CRAB inquired twice. The outstanding reports were submitted 2 weeks late.
- Pacific County has struggled to keep a county engineer employed over the last 4 years, six engineers since 2020. The county has not had a full-time county engineer since September 15<sup>th</sup>, 2023 and their PW staff was depleted but is recovering slowly. The Public Works Director is new and without relevant experience. The county recently entered into a contract with DCI for temporary professional engineering services. There is little institutional knowledge within the PW or OCE/Road department office. They got started on the December 2023 submittals very late due to failure to appoint someone, per WAC 136-12, in PW to be responsible for the day-to-day business of the road department, but a good faith effort was made once they got started. They again got started late on the

April 2024 submittals and significantly missed the deadline for four of the required reports and three are still outstanding.\*

***\*Staff recommends to the Board that Clallam and Pacific Counties be issued conditional certificates for 2023 entitling them to continue to receive their MVFT allocation in 2024.***

### **Bridge Inspection Certification – WAC 136-20-040**

The Director of Highways and Local Programs has certified to CRAB that 36 of 39 counties are current and in compliance with National Bridge Inspection Standards (NBIS). Three counties are currently out of compliance, Pierce, Grays Harbor, and Asotin counties. See enclosed letter from WSDOT Local Programs.

- Pierce County is technically out of compliance with inspection intervals on one bridge in their system for which they were unable to complete a full inspection due to debris build-up and difficulty in obtaining permits to clean the bridge. The county is already under a corrective action plan with WSDOT LP Bridge office to correct in 2024.
- Grays Harbor County remains out of compliance with National Bridge Inspection Standards (NBIS) for load rating. Specifically, a Federal requirement deadline of December 31, 2022 regarding load rating for Specialized Hauling Vehicles. The county has failed to meet the deadline for a variety of reasons. However, local agencies have been aware of this requirement since 2012. Grays Harbor County did not make CRAB's deadline for compliance with the 2023 conditional certificate of good practice, December 31, 2023. A good faith effort was made after the issuance of the conditional certificate but staffing issues and lack of consultant capacity hindered those efforts. Approximately 2 bridges remain to be load rated.\*\*
- Asotin County is out of compliance for bridge inspections that were due to be completed by February 2024. During Local Programs Bridge office's inquiry into the matter, it was discovered the county did not have a plan for, and failed to budget for, completing this work. Not only does this affect Asotin County directly, this affects the entire State of Washington's standing with Federal Highways FHWA. WSDOT Local Programs will be assisting the county this one time by completing these inspections in May 2024, within the tolerance of the NBIS.\*\*

Asotin county has not had a full-time county engineer since June 1<sup>st</sup> 2023 and their PW staff is severely depleted. The Public Works Director is experienced but new and without

county experience, and the county is contracted with an outside engineering firm for temporary PE services. There is no institutional knowledge within the PW or OCE/Road department office. They got started on the December 2023 submittals late but made a good faith effort. It appears the county neglected to adopt an ACP for 2024 during their budget process resulting in voiding the adopted road fund budget, RCW 36.81.130, and being unable to submit an ACP by the December 31<sup>st</sup> deadline. The county BOCC adopted the ACP January 8<sup>th</sup> and made the action retroactive. The county made a good faith effort to get the April submittals in on time but failed to recognize the Annual Construction Report and CAPP Report were distinct from the ACP and CAPP Program and they are still outstanding\*\*

***\*\*Staff recommends to the Board that Grays Harbor County be issued another conditional certificate of good practice for 2023, and a conditional certificate of good practice be issued to Asotin County for 2023, entitling them to continue to receive their MVFT allocation in 2024. The counties shall report quarterly to the CRABoard on their progress, reports due 2 weeks before each Board meeting until complete.***

**Unconditioned Certificates of Good Practice\*\*\***

***\*\*\*Staff recommends to the Board that the remaining 35 counties receive their Certificate of Good Practice for the calendar year 2023, entitling them to continue to receive their MVFT allocation in 2024***

**CERTIFICATION**

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

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

**RESOLUTION 2024-004**

WHEREAS RCW 36.78.090 provides that the County Road Administration Board each year shall transmit to the State Treasurer Certificates of Good Practice on behalf of the counties which during the preceding calendar year have submitted to the State Transportation Commission or to the CRABoard all reports required by law or regulation of the CRABoard and have reasonably complied with provisions of law relating to county road administration and with Standards of Good Practice as formulated and adopted by the Board; and

WHEREAS the County Road Administration Board met on April 25-26, 2024 in Olympia, Washington to make such a determination pursuant to an analysis of annual certification questionnaires in accordance with WAC 136-04 by the counties; and

WHEREAS the County Road Administration Board determined that 35 counties were in compliance with the provisions of RCW 36.78.090 and 4 counties were in conditional compliance as they relate to the issuance of Certificates of Good Practice;

WHEREAS the Director of Highways and Local Programs has certified to CRAB that 36 of 39 counties are current and in compliance with National Bridge Inspection Standards (NBIS). Three counties are currently out of compliance, Asotin, Grays Harbor, and Pierce counties, Pierce being in reasonable compliance for CRAB’s purposes, and

WHEREAS 31 of the 39 counties’ required submittals were submitted to CRAB by the April 1<sup>st</sup> deadline. Of the 8 counties missing the deadline, 6 counties had reasonable explanations, complied soon after the deadline and, are considered to be in reasonable compliance. The remaining 2 counties, Clallam and Pacific did not have reasonable explanations and are not considered to be in reasonable compliance.

NOW, THEREFORE, BE IT RESOLVED that a Certificate of Good Practice be transmitted to the State Treasurer on behalf of the following counties:

- |          |              |             |
|----------|--------------|-------------|
| ADAMS    | JEFFERSON    | SKAGIT      |
| BENTON   | KING         | SKAMANIA    |
| CHELAN   | KITSAP       | SNOHOMISH   |
| CLARK    | KITTITAS     | SPOKANE     |
| COLUMBIA | KLICKITAT    | STEVENS     |
| COWLITZ  | LEWIS        | THURSTON    |
| DOUGLAS  | LINCOLN      | WAHKIAKUM   |
| FERRY    | MASON        | WALLA WALLA |
| FRANKLIN | OKANOGAN     | WHATCOM     |
| GARFIELD | PEND OREILLE | WHITMAN     |
| GRANT    | PIERCE       | YAKIMA      |
| ISLAND   | SAN JUAN     |             |

NOW, THEREFORE, BE IT FURTHER RESOLVED that a Conditional Certificate of Good Practice be transmitted to the State Treasurer on behalf of the following counties and, that Asotin and Grays Harbor be required to report their progress quarterly toward compliance two weeks before each Board meeting until complete and, they shall be in full compliance by December 31<sup>st</sup>, 2024, and that Clallam and Pacific take administrative steps to improve their required reporting and report to the Board at their July 25-26, 2024 meeting what steps they have taken:

ASOTIN, GRAYS HARBOR, CLALLAM, AND PACIFIC

Adopted by the CRABoard on April 25, 2024.

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CRABoard Chairman  
Commissioner Coffman

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Executive Director  
Jane Wall

March 13, 2024

Ms. Jane Wall  
Executive Director  
County Road Administration Board  
2404 Chandler Court SW, Suite 240  
Olympia, WA 98502

RE: Status of County Bridge Requirements

Dear Ms. Wall,

This letter is in response to your request dated March 5, 2024 regarding the status of county compliance with the National Bridge Inspection Standards (NBIS). You specifically requested:

- A listing of all counties which are not in compliance with the requirements of the NBIS and the status of efforts toward achieving such compliance.

Currently, three counties are out of compliance with the NBIS.

1. Grays Harbor County – out of compliance with load rating requirements.
2. Pierce County – out of compliance for inspection requirements.
3. Asotin County – out of compliance for inspection requirements.

Grays Harbor County is out of compliance as a result of past the December 2022 federal deadline to update bridge load ratings for the Notional Rating Load and Specialized Hauling Vehicles. The county has 30 bridges remaining to be load rated. They have made significant progress since last year and are on track to have 28 of the load ratings completed by April 30, 2024. Last year there were seven counties out of compliance for this issue; the other six counties have either completed the required work or have an approved deferment.

Pierce County is out of compliance for inspection intervals due to the inability to properly inspect a bridge with non-redundant steel tension members (NSTM). The county has one NSTM bridge with excessive debris that was not properly cleaned and therefore inspectors were unable to complete the inspection in accordance with NBIS. We have developed a Plan of Corrective Action (PCA) to address this, and the county is currently on schedule to have the bridge cleaned and inspected in 2024.

Asotin County is out of compliance for bridge inspections due in February 2024 that were not completed, and the county did not have a plan or budget to complete this work. WSDOT Local



Ms. Jane Wall  
County Road Administration Board  
March 13, 2024

Programs will be assisting the county this one time by completing these inspections in May 2024, within the tolerance of the NBIS.

If you have any questions, please contact Sonia Lowry, Local Programs Bridge Engineer, at [LowryS@wsdot.wa.gov](mailto:LowryS@wsdot.wa.gov) or (360) 705-7870.

Sincerely,

A handwritten signature in blue ink that reads "Jay Drye". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Jay Drye, PE  
Director  
Local Programs

JD:sll:cdm



April 29, 2024

Mike Pellicciotti  
Washington State Treasurer  
Legislative Building  
MS: 40200  
Olympia, WA 98504-0200

Dear Mr. Pellicciotti:

The County Road Administration Board at its meeting on April 25, 2024, in accordance with RCW 36.78.090, issued Certificates of Good Practice on behalf of 35 of the 39 counties indicated in Resolution 2024-004.

3 counties are out of compliance with National Bridge Inspection Standards (NBIS). Specifically. Those counties are: Asotin, Grays Harbor, and Pierce, with Pierce being in reasonable compliance for CRAB's purposes. 2 counties missed the deadline of April 1<sup>st</sup> to submit required submittals to CRAB without reasonable explanations and are not considered to be in reasonable compliance, and those counties were Clallam and Pacific. These 4 counties in total were issued Conditional Certificates of Good Practice. Asotin and Grays Harbor are required to report their progress quarterly towards compliance two weeks before each Board meeting and they shall be in full compliance by December 31, 2024, and Clallam and Pacific must take administrative steps to improve their required reporting and report to the Board at their July 25-26, 2024 meeting of what steps have been taken, as indicated in Resolution 2024-004.

Please see attached Resolution 2024-004 and contact me if you have questions.

A handwritten signature in blue ink that reads "Jane Wall".

JANE WALL

Executive Director

Cc: Rob Coffman, Lincoln County Commissioner, CRABoard Chairman  
Drew Woods, PE, CRABoard Deputy Director

**RESOLUTION 2024-002  
 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 \$7,023,744 made available in the RATA in **December 2023, January, February, and March 2024** be apportioned to the regions by their 2023-2025 biennium percentages after setting aside \$233,722 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.		233,722	535,248	15,314,272	15,849,520
NORTHEAST	43.67%	2,965,203	8,270,724	290,597,303	298,868,026
NORTHWEST	10.92%	741,470	2,068,154	76,511,853	78,580,008
PUGET SOUND	6.91%	469,191	1,308,695	48,325,807	49,634,502
SOUTHEAST	23.62%	1,603,803	4,473,425	159,538,758	164,012,183
SOUTHWEST	14.88%	1,010,355	2,818,144	101,121,602	103,939,746
<b>TOTAL</b>	100.00%	<b>7,023,744</b>	19,474,390	691,409,596	<b>710,883,986</b>

Adopted by the CRABoard on April 25, 2024

\_\_\_\_\_  
 Chair's Signature

\_\_\_\_\_  
 ATTEST

*County Road Administration Board – April 25, 2024*

**Preliminary Proposals – 2025-2027 Biennium**

The CRABoard initiated a call for new projects at its October 2023 meeting, to be funded from the RATA account based on revenue forecasts of the 2025-2027 biennium. Preliminary prospectus proposals have been received in RAP Online (due March 1, 2024). There were a total of 106 projects submitted, totaling a request of \$190,581,284.

This is the first phase of project application in the RAP cycle for the '25-'27 biennium. Counties are limited to a maximum of 5 project submittals at this time but are not limited to the total dollar request.

<b>TYPES</b>	<b>No. Submitted</b>	<b>Average RATA</b>	<b>NE</b>	<b>NW</b>	<b>PS</b>	<b>SE</b>	<b>SW</b>	<b>TYPES</b>
2R	34	1,250,483	13	8	5	2	6	2R
3R	36	2,164,065	12	1	1	15	8	3R
RC	16	2,531,181	5		1	6	5	RC
DR	14	1,293,586	2	3		3	6	DR
FA	3	2,183,333			1		1	FA
SA	2	2,297,205			1	1		SA
IS	0	-						IS
<b>Total</b>	<b>104</b>		<b>32</b>	<b>12</b>	<b>9</b>	<b>27</b>	<b>26</b>	<b>106</b>
<b>RATA Millions</b>			<b>63.16</b>	<b>12.23</b>	<b>11.26</b>	<b>65.37</b>	<b>38.56</b>	<b>190.58</b>

Total requested RATA funds from preliminary proposals is \$190.58 million. The '25-'27 call for projects is estimated at a \$70 million revenue, of which approximately \$29 million will be allocated to current partially funded projects, with the remaining \$41 million to new proposals.

CRAB staff is scheduling project reviews with each county to generate the surface scoring and preliminary project array, which will be presented to the Board at the July meeting.

San Juan County chose not to submit any new projects for various reasons, so the NW Region county limits will be adjusted accordingly.

Final Prospectuses will be due on September 1, 2024 where the counties will be limited in RATA request to their county and submittal limits. Staff anticipates that fewer than half of the projects will be submitted as final proposals as the counties prioritize these projects.

Counties remain focused on 3R and 2R projects, with the number of RC and DR projects remaining consistent with previous cycles.

*County Road Administration Board – April 25, 2024*  
**Consideration of Available Funds for Allocating Remaining 2023-2025 RATA  
Revenue Funds to Projects**

**Introduction:**

Per WAC 136-161-070 (4), the maximum initial allocation of RATA funds to projects is limited to 90% of the estimated available amount in the first year of the biennium. The 2023-2025 biennium cycle estimated a total of \$64.2 million (including turned back funds) for allocation. The CRABoard allocated the initial 90% at its April 2023 meeting. At this time, we are considering the allocation of the remaining '23-'25 funding.

“(4) The RATA amounts allocated to projects in the first year of the biennium are limited to no more than ninety percent of the net amount estimated to be allocable to each region for the project program period, with the remaining percentage allocated at such time as deemed appropriate by the county road administration board.”

**Considerations:**

**1. Revenue estimate**

The funding level for the '23-'25 Call for projects was \$64,245,000 including turned back funds from completed or withdrawn projects. In April 2023, \$56,552,048 was allocated to projects. This leaves \$7,692,952 to be allocated.

In the past year, several projects reached completion, allowing for additional turned back (unused) RATA funds. The additional \$1,355,300 in turnbacks will be reassigned back to the same regions and added to the total available for allocation – bringing the revised total to \$9,048,252.

The most recent Motor Vehicle Fuel Tax revenue forecast (February 2024) shows that while the expected fuel tax revenue for this biennium has gone down slightly, and the Motor Vehicle Account transfer has also been reduced, the electric vehicle license fee overage amounts and the account interest have increased. Including each of these factors, the resulting total RATA revenue for the current biennium has decreased by \$3,675,800.

When the '23-'25 Call for projects was made, the Call amount was influenced by the revenue estimate projections for the '29-'31 biennium – this is the average construction timeframe for most of the projects funded by the '23-'25 Call.

The September 2021 forecast projected the '29-'31 revenue (including MVFT, MVFT Transfer, and EV fees) at \$51,415,700.

The current February 2024 forecast has updated the '29-'31 revenue to \$61,915,000. This is solely due to the significant increase in the EV fee estimate.

While the '23-'25 project array does not have the depth of projects to award an additional \$10 million (on top of the original Call amount), this forecast provides justification to absorb the decreased current biennium revenue (due to the reduced MVFT Transfer).

## **2. RATA Balance and Cash Flow**

The RATA balance has remained steady since approximately 2012, averaging between \$15million and \$20million as construction reimbursements were reliable and regular. The pandemic interruption is demonstrated by a swift decrease in the balance, and then climbing as the legislature supplemented the impacted revenues. The continuing slowdown of construction allowed the RATA balance to increase as the counties adjusted to staffing issues and inflation. The CRABoard issued Resolution 2022-010, allowing additional funding for projects reaching construction in calendar years 2023 and 2024, which has assisted many counties to bring their projects to construction.

The RATA cash flow is beginning to return to the previous pattern of increasing in the first two quarters (reimbursing for design phase work) then decreasing in the second two quarters due to construction reimbursements. However, the balance remains high. And as we saw in the current forecast, while the MVFT is slowly decreasing, the EV fees are dramatically increasing.

As we continue to encourage counties to bring projects to construction, in the event that we begin to see too large of a drop in the RATA balance, we can delay projects as necessary to retain our minimum balance of \$5million.

## **3. Funding of projects**

Allocating the remaining \$9 million of the '23-'25 biennium funding to projects will direct approximately \$6 million to current projects that have not yet reached full funding and will partially fund four new contracts from the '23-'25 project array.

## **4. Summary**

- Based on the originally estimated revenue for the 2023-2025 biennium, and including new turnback funds, there remains \$9,048,252 that can be allocated to projects.
- The February 2024 revenue forecast shows a '23-'25 RATA revenue decrease of \$3,675,800.
- The February 2024 revenue forecast shows a \$10million increase for the '29-'31 biennium (the expected average construction timing for projects funded by this Call).
- 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 application, direct communication with the county engineers and RAP regional meetings tying reimbursement schedules closely to project progress allows staff to closely monitor project activity, account balance, and cash flow.

## **5. Recommendation**

Staff recommends allocating the remaining '23-'25 biennium RATA revenue funding at this time to projects in the amount of \$9,048,252.

**RESOLUTION 2024-003**  
**TO APPROVE 2023 - 2025 RAP PROJECTS**  
**AND ALLOCATE REMAINING 100% of ESTIMATED 2023 - 2025 RATA REVENUE**

WHEREAS the CRABoard met in accordance with WAC 136-161-070 to approve Rural Arterial Program projects and allocate Rural Arterial Trust Account funds, and

WHEREAS in accordance with WAC 136-161-070, the CRABoard is authorized to allocate estimated RATA revenue to proposed RAP projects, and

WHEREAS The statewide net amount of RATA funds available for allocation to projects in the funding period will be based on the most recent state fuel tax revenue forecast prepared quarterly by the department of transportation (per WAC 136-161-070 (2)), plus any turned-back funds available in each region, and

WHEREAS the most recent estimate of 2023 - 2025 biennium revenues, including interest, and funds turned back through withdrawal or underrun, indicate that the following approximate amounts are available in the second year of the biennium for allocation to projects on the 2023 - 2025 arrays in the five regions:

<u>REGION</u>	<u>A</u> <u>Est. Fuel Tax</u> <u>'23- '25</u>	<u>B</u> <u>Turned-Back</u> <u>Funds</u>	<u>A+B</u> <u>Total \$</u> <u>Available</u>	<u>Previously</u> <u>Allocated</u> <u>('23-'25 Bien.)</u>	<u>Available Funds</u> <u>to Allocate</u>
Northeast	23,185,276	4,178,829	27,364,100	23,764,750	<b>3,599,350</b>
Northwest	5,797,647	850,517	6,648,100	5,686,560	<b>961,540</b>
Puget Sound	3,668,657	1,633,387	5,302,000	4,723,100	<b>578,900</b>
Southeast	12,540,330	2,650,478	15,190,800	12,426,698	<b>2,764,102</b>
Southwest	7,900,090	3,195,227	11,095,300	9,950,940	<b>1,144,360</b>
	<u>53,092,000</u>	<u>12,508,438</u>	<u>65,600,300</u>	<u>56,552,048</u>	<u><b>9,048,252</b></u>

(Totals are rounded down)

NOW, THEREFORE, BE IT RESOLVED, that the County Road Administration Board hereby approves the following projects in the five regions and allocates the remaining 100% of the est. 2023- 2025 fuel tax funds and turned-back funds to the listed projects in the amounts shown.

<u>County</u>	<u>RoadName</u>	<u>Project</u> <u>Type</u>	<u>TOTAL</u> <u>COST</u>	<u>RATA</u> <u>REQ</u>	<u>PRIOR</u> <u>FUNDING</u>	<u>NEW PROJ.</u> <u>FUNDING</u>	<u>TOTAL</u> <u>FUNDING</u>	<u>Partial</u>
<b>NORTHEAST REGION:</b>								
Lincoln	Duck Lake	3R	1,732,000	1,558,800	615,575	<b>943,225</b>	1,558,800	
Lincoln	Mountview	3R	3,617,000	3,255,300	-	<b>299,900</b>	299,900	P
Whitman	Green Hollow Road Phase 3	3R	4,380,000	3,432,800	-	<b>1,642,000</b>	1,642,000	P
Adams	Herman Road #2	RC	3,094,000	2,784,600	2,453,275	<b>294,025</b>	2,747,300	P
				<u>RATA Requested for new projects</u>	<u>41,413,600</u>	<u><b>3,179,150</b></u>	<u><b>NEW NE Funding</b></u>	
<b>NORTHWEST REGION:</b>								
Clallam	Edgewood Drive	3R	3,241,000	2,400,000	111,360	<b>961,540</b>	1,072,900	P
				<u>RATA Requested for new projects</u>	<u>9,879,200</u>	<u><b>961,540</b></u>	<u><b>NEW NW Funding</b></u>	
<b>PUGET SOUND REGION</b>								
Snohomish	Richardson Creek Bridge #300	DR	2,780,000	1,600,000	1,091,900	<b>328,200</b>	1,420,100	P
Pierce	Fairfax Forest Reserve Rd E	3R	7,009,000	1,160,500	-	<b>48,700</b>	48,700	P
				<u>RATA Requested for new projects</u>	<u>7,703,900</u>	<u><b>376,900</b></u>	<u><b>NEW PS Funding</b></u>	

<u>County</u>	<u>RoadName</u>	<u>Project Type</u>	<u>TOTAL COST</u>	<u>RATA REQ</u>	<u>PRIOR FUNDING</u>	<u>NEW PROJ. FUNDING</u>	<u>TOTAL FUNDING</u>	<u>Partial</u>
<b>SOUTHEAST REGION:</b>								
Klickitat	Sunnyside Road	2R	2,580,000	2,322,000	749,278	<b>1,245,022</b>	1,994,300	P
Benton	County Well Road	3R	2,250,000	2,025,000	442,459	<b>1,519,080</b>	1,961,539	P
RATA Requested for new projects				22,659,000		<b>2,764,102</b>	<b>NEW SE Funding</b>	
<b>SOUTHWEST REGION</b>								
Clark	NE 182nd Avenue/NE Risto Road	2R	3,475,000	1,200,000	460,712	<b>739,288</b>	1,200,000	
Lewis	Bunker Creek	3R	1,550,000	1,395,000	-	<b>405,072</b>	405,072	P
RATA Requested for new projects				16,611,000		<b>1,144,360</b>	<b>NEW SW Funding</b>	
Total RATA Requested for new projects				98,266,700				

Partially funded from earlier Biennium

**Project Types:**

- RC = Reconstruction
- 3R = Rehabilitation
- 2R = Resurface and Restore
- DR = Drainage
- IS = Intersection
- FA = Federal Aid Bridge
- SA = Stand-Alone Bridge

**Allocation Summary:**

NE Region	3,179,150	420,200	remaining unallocated
NW Region	961,540	-	
PS Region	376,900	202,000	remaining unallocated
SE Region	2,764,102	-	
SW Region	<u>1,144,360</u>	-	
Total Allocated:	8,426,052		

Adopted by the CRABoard on April 25, 2024

\_\_\_\_\_  
Chair's Signature

\_\_\_\_\_  
ATTEST





April 26, 2024

Commissioner Lisa Janicki  
WSAC President  
206 Tenth Avenue SE  
Olympia, WA 98501-1311  
CRABoard Appointment

Dear Commissioner Janicki,

It is time again to begin the process to fill the positions of three CRABoard members whose terms expire June 30, 2024.

In compliance with state law (RCW 36.78.040), the three positions must be filled under the following populations:

County Engineer Doug McCormick, PE = population greater than 150,0000  
Commissioner Carolina Mejia = population greater than 150,000  
Commissioner Art Swannack = population between 30,000 - 150,000

The only restriction is that no more than one member of the Board shall be from any single county. The WSAC Board of Directors is free to reappoint present members to the CRABoard, or to appoint replacements. There is no statutory limit on the number of terms served.

By copy of this letter, I am reminding WSACE President Scott Yaeger, PE, that he needs to make available to you two nominations for the position presently occupied by Doug McCormick, PE, or re-appoint him to serve another term.

If you have questions about any part of this process, please call me at 360.753.5989.

Sincerely,

A handwritten signature in blue ink that reads "Jane Wall". The signature is cursive and fluid.

JANE WALL  
Executive Director

Cc: Commissioner Rob Coffman, CRABoard Chair  
Scott Yaeger, PE, WSACE President  
Eric Johnson, WSAC Executive Director

## WSACE AWARD NOMINATIONS



REMINDER



### COUNTY ENGINEER OF THE YEAR AWARD

Open Until Tuesday, April 30th

[NOMINATE AN ENGINEER](#)

Since 1967, the County Road Administration Board has presented a County Engineer of the Year Award to recognize **outstanding performance in engineering expertise, leadership, community engagement and industry involvement.**

We are now accepting nominations for the 2024 County Engineer of Year Award. If you know of a County Engineer who has been doing an exceptional job that deserves recognition, please submit a nomination form on our website **by Tuesday, April 30th at 5:00pm.**

#### Who is eligible?

Eligible nominees include Washington's 39 County Engineers, a statutorily required role in each county responsible for all aspects of road department management. A current list of county engineers can be found [here](#).

#### Who can nominate?

Nominations for the County Engineer of the Year Award can be made by county commissioners, councilmembers, and the WSACE board of directors.

#### How will the award(s) be presented?

Depending on the merit of the nominations, the award may be divided into a Rural and Urban County Engineer of the Year Award at the discretion of the review committee. The award will be presented during the Engineers Awards Banquet at the 2024 WSACE Annual Conference in Ritzville, WA.

If you have questions, please contact the County Road Administration Board at 360.753.5989.

[NOMINATE AN ENGINEER](#)



REMINDER



### PROJECT/PROGRAM MANAGER OF THE YEAR AWARD

Open Until Tuesday, April 30th

[NOMINATE A MANAGER](#)

Since 2013, the County Road Administration Board has presented a Project/Program Manager of the Year Award to recognize **outstanding performance, public service, and contributions toward the programs and projects that make a difference in our communities across the state.**

We are now accepting nominations for the 2024 Project/Program Manager of the Year Award. If you know of a manager who has been doing an exceptional job that deserves recognition, please submit a nomination form on our website **by Tuesday, April 30th at 5:00pm.**

#### Who is eligible?

Eligible nominees include supervisors, foremen, and/or engineers who managed a project that was completed in 2023 or program that was substantially underway in 2023.

#### Who can nominate?

Nominations for the Project/Program Manager of the Year Award can be made by county commissioners, councilmembers, public works directors and county engineers.

#### How will the award(s) be presented?

Depending on the merit of the nominations, the award may be divided into a Program Manager and a Project Manager of the Year Award at the discretion of the review committee. The award will be presented in the county of the award winner(s) during the summer of 2024.

If you have questions, please contact the County Road Administration Board at 360.753.5989.

[NOMINATE A MANAGER](#)

Nominations are due by **Tuesday, April 30, 2024**

WASHINGTON STATE  
**COUNTY ROAD  
 ADMINISTRATION BOARD**  
 Strategic Plan 2024

**2024 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



**A** *June*  
 Create a legislative/public call to action to further agency strategic goals

- 1. Facilitate Legislative Communications**  
 Staff had ongoing discussions to inform several initiatives, including the annual report, conferences, fall board tour, and session update articles; next messaging planning will happen in tandem with RAP study results.
- 2. Increase in-Person Legislative Outreach**  
 Legislators will be invited to 2024 board meetings, and ongoing efforts continue to foster positive relationships with policy makers. JW will be requesting JTC presentation for fall 2024. Spring & summer plans underway for interim leg meetings in districts.
- 3. Leverage Opportunities to Increase Partnerships**  
 FGTS workgroup; Road log work; Traffic Safety Commission partnerships; Researching standardizing platforms and geoportals with WSDOT; Exploring TIB GIS coordination

**B** *Draw*  
 Increase visibility and physical presence of CRAB with counties

- 1. Conduct County Engagement**  
 (Broken Out by Task Below)
  - a. Track Communication with Regions**  
 Quarterly report included in the Board packet under the Engineering Division report.
  - b. Set Goals/Tactics for County Engagement**  
 Continuing "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 2024: Olympia (Jan/Apr), Clallam County (July) and Walla Walla County (Oct).
  - d. Host GIS-Mo Forum to Promote Technology**  
 Although GIS-Mo Forum has served well informing counties on upcoming changes and provided critical planning information, we had requests to provide something more robust. We are currently building a draft agenda for a two vendor supported GIS-Mo conference to meet this need.
- 2. Implement County Training**  
 Office of the County Engineer training in May and June. Developing new County Road Levy and ER&R 101 classes. May 22nd, 2024 is our first interactive training hosted in Olympia for critical GIS-Mo.
  - 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 2025 location.
  - 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.

**C** *June*  
 Position CRAB for funding opportunities internally and externally

- 1. Expand Data Reporting Infrastructure**  
 DQAAAM position set to begin spring 2024!
- 2. Increase Engagement in Road Use Charge (RUC) Discussions**  
 CRAB will engage during the 2024 interim on ongoing RUC efforts and plans to fold revenue recommendations into our annual report, fall presentations, and legislative recommendations. JW in conversations with allies to preempt any legislation that would reduce EV fee to CRAB.
- 3. Research and Explore Non-Legislated Funding Opportunities and Revenue Sources**  
 CRAB has seen success leveraging opportunities with WSDC and the WA Traffic Safety Commission. We are exploring other opportunities, including one with the WotTech Innovation Fund (Spring 2024).

**D** *Acquire*  
 Implement a communications infrastructure and establish a communications strategy

- 1. Develop Agency Visual Identity and Value Language**  
 Rebranding launch completed, branded communications materials in production; creating new assets for internal and external use.
- 2. Write and Implement an Integrated Marketing Plan**  
 Marketing plan and calendar in progress; will use RAP study to draft messaging for fall and 25 session; expanding communication with multiple audiences using Emma and newsletter.
- 3. Build Foundational Communications Infrastructure**  
 (Broken Out by Task Below)
  - a. Emma Listserv**  
 Monthly newsletter for audience of 1,400, currently building templates, subscriptions & web tools for various agency uses.
  - b. CRAB Website**  
 The website has been updated with new branding, graphics are being updated, and content such as the Government Affairs page, are being added as needed. Individual content updates are underway for 2024.
  - c. Annual Report**  
 2023 was published in January in a digital only format; the tables have been broken out as a separate publication called the Road Almanac. The work on 2024 annual report will begin in August.
  - d. Social Media**  
 Social media being used to amplify other communications channels and highlight agency activities.
- 4. Public Outreach and Education**  
 Grant funds have been secured for the next data story, focusing on CRAB grant programs, which is in preliminary stages while study is completed. CRAB presence at APWA and IT Forum conferences.

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



February 6, 2024

The Attorney General's Office  
Attn: Opinions Editor  
PO Box 40100  
Olympia, WA 98504-0100

RE: Request for Informal Opinion

To Whom It May Concern:

The County Road Administration Board (CRAB) is a Washington State agency governed by a nine-member Board whose duties are defined by [RCW 36.78.070](#). At the request of our Board, we request an informal opinion on an issue specific to [RCW 36.81.130](#) and how it relates to the Agency's role in oversight and regulatory compliance.

[RCW 36.81.130](#) requires "the county road engineer to submit a recommended plan for the laying out, construction, and maintenance of county roads for the ensuing fiscal year". This is commonly called the Annual Construction Program (ACP). The legislative authority is then required to adopt the ACP, as amended by them, prior to the adoption of the county road budget for the ensuing fiscal year. Per [RCW 36.81.130](#), any appropriations contained in the county road budget shall be void unless the county's road plan (ACP) was adopted prior to such appropriation.

All counties are required under [WAC 136-16](#) to submit to CRAB their adopted annual program for the upcoming year no later than December 31<sup>st</sup>. We have a county, Asotin County, that was delinquent in meeting this requirement. When staff contacted Asotin County to determine the status of the submittal, CRAB was notified that they had not adopted an ACP for 2024. Upon hearing this, staff notified Asotin County of [RCW 36.81.130](#) and that their county road budget was statutorily void. CRAB recommended that they consult their Prosecuting Attorney's office and their Chief Financial Officer to determine how to correct this issue and then implement the recommendation. As a result, an ACP was adopted January 8, 2024, with the resolution stating that the adoption was retroactive to January 1, 2024. The Board of County Commissioners did not take any action specific to the county road budget after adopting the ACP on January 8<sup>th</sup>. They had previously adopted the county road budget on December 11, 2023.

Page 1 of 2

Based on the narrative and timeline above, the questions that we are seeking an opinion on are:

1. Does Asotin County have a lawful county road budget for 2024?
2. If the answer to the first question is no:
  - a. What actions must Asotin County take to have a lawful county road budget for fiscal year 2024?
  - b. Can Asotin County use county road funds to pay for any expenses such as wages, benefits, goods and services, contractor payments, etc., incurred between January 1, 2024, and the date the BOCC adopts a lawful county road budget?
  - c. Are there any other legal issues caused by the county working without an adopted county road budget?
3. If a public agency uses one resolution to adopt all of their budgets, and the resolution does not have severability language, does one budget being found to be void or unlawful cause all of the other budgets adopted by the same resolution to be void?

We are happy to meet with you either in-person or by Teams to discuss further or provide clarification.

Sincerely,



JANE WALL  
Executive Director  
County Road Administration Board

CC:

Albert Wang – Assistant Attorney General

Drew Woods – Deputy Director, County Road Administration Board

Derek Pohle – Support, Training and Compliance Manager, County Road Administration Board



Bob Ferguson

## ATTORNEY GENERAL OF WASHINGTON

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

March 13, 2024

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

Dear Ms. Wall:

This is to acknowledge your recent letter dated February 6, 2024, requesting an opinion regarding county road budgets. We have rephrased your questions as follows:

1. If a county fails to adopt a road plan as required by RCW 36.81.130 prior to adopting a county road budget for the year beginning January 1, 2024, but then later adopts a road plan and provides that its effective date is retroactive to the date the county road budget was intended to go into effect (but after its adoption), does that render the 2024 county road budget void?
2. If the answer to the first question is yes:
  - a. What actions must the county take to have a lawful county road budget for year 2024?
  - b. Can the county use county road funds to pay for any expenses such as wages, benefits, goods and services, contractor payments, etc., incurred between January 1, 2024, and the date the county adopts a lawful county road budget?
  - c. Are there any other legal issues caused by the county working without an adopted county road budget?
3. If a county adopts multiple budgets, including the county road budget, in a single resolution and one of the budgets is invalid, does that invalidate the county road budget absent severability language?

As requested, we have determined to process your request as an informal opinion, which means it will be fully researched, subjected to peer review, and submitted to the Solicitor General for



ATTORNEY GENERAL OF WASHINGTON

Jane Wall  
March 13, 2024  
Page 2

approval. Our goal is to process this informal opinion as thoroughly and as quickly as possible. We do not attempt to predict dates by which opinions may be issued; as a collegial process with input from multiple attorneys, we don't always know when they will be finished. If circumstances arise that make it important for an opinion to be finished by a particular date, we would appreciate knowing this. If this happens, or if you have additional information to supply, please contact us in writing, by telephone, or by e-mail at [alicia.young@atg.wa.gov](mailto:alicia.young@atg.wa.gov) or [kelly.paradis@atg.wa.gov](mailto:kelly.paradis@atg.wa.gov).

Sincerely,

*Alicia O. Young*

ALICIA O. YOUNG  
Deputy Solicitor General  
360-753-6200

KELLY A. PARADIS  
Deputy Solicitor General  
360-753-6200

WFO



# RULE-MAKING ORDER EMERGENCY RULE ONLY

## CR-103E (December 2017) (Implements RCW 34.05.350 and 34.05.360)

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED

DATE: March 21, 2024  
TIME: 11:27 AM

WSR 24-08-008

**Agency:** County Road Administration Board

**Effective date of rule:**

**Emergency Rules**

- Immediately upon filing.
- Later (specify) \_\_\_\_\_

**Any other findings required by other provisions of law as precondition to adoption or effectiveness of rule?**

- Yes  No If Yes, explain:

**Purpose:** The County Road Administration Board administers the Rural Arterial Program (RAP) which provides grant funds for capital improvements on county road arterials and collectors. Counties may request an increase in funding for a project. Currently, that request is capped at 25% of the grant amount. This emergency WAC amendment will eliminate the 25% cap on the amount a county may request.

**Citation of rules affected by this order:**

- New:
- Repealed:
- Amended: 136-165-020
- Suspended:

**Statutory authority for adoption:** Chapter 36.79.060(1) RCW

**Other authority:** Chapter 36.78.070(6) RCW

**EMERGENCY RULE**

Under RCW 34.05.350 the agency for good cause finds:

- That immediate adoption, amendment, or repeal of a rule is necessary for the preservation of the public health, safety, or general welfare, and that observing the time requirements of notice and opportunity to comment upon adoption of a permanent rule would be contrary to the public interest.
- That state or federal law or federal rule or a federal deadline for state receipt of federal funds requires immediate adoption of a rule.

**Reasons for this finding:** The current 25% limit on project increase requests is causing counties to delay capital improvements that are necessary for the safe and efficient movement of people and freight on county roads. Counties are having to delay projects while they attempt to find additional grant funds needed due to the increase in the cost of the project. This change is intended to assist the counties with making these critical public safety improvements as quickly as possible.

The County Road Administration Board will also be working to adopt this WAC amendment on a permanent basis.

**Note: If any category is left blank, it will be calculated as zero.  
No descriptive text.**

**Count by whole WAC sections only, from the WAC number through the history note.  
A section may be counted in more than one category.**

**The number of sections adopted in order to comply with:**

Federal statute:	New	___	Amended	___	Repealed	___
Federal rules or standards:	New	___	Amended	___	Repealed	___
Recently enacted state statutes:	New	___	Amended	___	Repealed	___



**The number of sections adopted at the request of a nongovernmental entity:**

New \_\_\_\_ Amended \_\_\_\_ Repealed \_\_\_\_

**The number of sections adopted on the agency's own initiative:**

New \_\_\_\_ Amended 1 Repealed \_\_\_\_

**The number of sections adopted in order to clarify, streamline, or reform agency procedures:**


New \_\_\_\_ Amended \_\_\_\_ Repealed \_\_\_\_

**The number of sections adopted using:**

Negotiated rule making:	New	____	Amended	____	Repealed	____
Pilot rule making:	New	____	Amended	____	Repealed	____
Other alternative rule making:	New	____	Amended	____	Repealed	____

<b>Date Adopted:</b> March 21, 2024
<b>Name:</b> Jane Wall
<b>Title:</b> Executive Director

**Signature:**



**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 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 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 RATA 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;

(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 exercise its statutory powers, such as condemnation, will not be grounds for increasing RATA funds; 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.

# Engineering Division Board Report

April 2024 Meeting

Report Period: January 13, 2024 to April 19, 2024

## Engineering Staff Highlights:

Deputy Director – Drew Woods, P.E.

This previous quarter has been primarily occupied with Legislature, outreach, and training. This legislative session we have had to answer 9 fiscal note requests. This number is typically lower during a supplemental budget year, and 2024 was no different. There has been other Legislative outreach and contact – primarily regarding the proposed transportation budgets, county ferry bidding requirements, and interest in streamlining the road improvement district process.

At the WSACE Professional Development Conference in Leavenworth, I gave a presentation titled “County Road Finance 101”. The presentation was well received with great follow-up questions. I also gave an abridged version of the presentation at a joint Washington and Oregon county engineer association Board meeting in Hood River. This was the first time the two Boards met jointly, and it went well. It is interesting how different the two states fund county road work but come to similar final amounts. The plan is for this joint meeting to become an annual occurrence with Washington hosting the 2025 meeting.

CRAB staff have had several meetings with the WSDOT Freight Office about county reporting of their freight and goods system, how CRAB transmits that data, and the need for improvement to assist WSDOT with their state and federal freight planning reports. This work will likely result in a proposed WAC amendment to be presented at the July CRAB Board meeting. Our goal is to keep any new requirements to a minimum to avoid placing any kind of undue burden on the counties. Additional work with WSDOT and county outreach is needed before any proposed WAC changes are presented.

Training continues for both technical and professional needs. In February and March CRAB provided training on the interaction of the county legislative authority and the office of the county engineer. The training was well attended and will be available for on demand viewing on CRAB’s website. Staff also participated in and presented at the WSACE Professional Development Conference in Leavenworth.

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

CRAB staff conducted a two-day virtual training, ‘The Legislative/Executive Authority and the County Road Department’ in the last quarter. The two-day training targeted elected officials, road department staff, and others in the counties wanting a basic understanding. 27 and 24 were in attendance respectively, with 12 counties represented.

See separate Compliance Manager’s Report regarding annual certification and certificates of good practice. On a general compliance note, there are currently 5 counties, Asotin, Ferry, Garfield, Pacific, and Wahkiakum who technically are ineligible to administer their own Federal

funds. These counties do not have a full-time licensed county engineer on staff as required by the LAG Manual/CA agreement between the certified local agencies, WSDOT, and FHWA. It is worth noting, CA status is voluntary.

Grants Program Administrator – Steve Johnson, P.E.

The new RAP Online application opened in January, allowing new RAP project applications to be prepared, and transitioning counties away from the Classic application. Many counties have expressed compliments on the new system, although there remain a number of bugs to work out, as well as several ease-of-use improvements.

Preliminary Prospectus applications were due by March 1 – see separate presentation summary for additional information.

The Grant Effectiveness Study issued the statewide survey, and we coordinated a regional meeting with each RAP region to discuss the results in person. This provided the counties with an opportunity to provide context and additional details to help inform the review.

I also completed the SE region project reviews for new prospectus applications, including the audit of recently completed projects in the region.

Design Systems Manager – Brian Bailey

2024 Road design conference was held March 20th to the 22nd. This year the conference featured 10 speakers presenting 14 sessions on topics relating to Civil 3D, Cloud Collaboration, UAS Technology, and Block Wall Construction. The conference was attended by 60 county staff from 19 separate counties.

Sponsors contributed a total of \$27,000 to this year's conference, which is the best in the three years since our Covid break. Many of the sponsors have already committed to supporting next year's conference.

Several social events offered CRAB staff, attendees and sponsors the chance to mingle and get acquainted, often chatting about the day's sessions.

This year's Project Design Competition had six counties submit projects that the attendees voted on. Walla-Walla County won the trophy for the first time since the inception of the competition with the Wallula Avenue Roundabout Project. Congratulations Walla-Walla County!

Road Systems Manager – Mike Clark

It has been another invigorating & busy quarter. Leading up to the April 1 deadline for the Road Log submittal, I spent numerous hours working with county staff on reviewing their Audit Trail reports and control field updates. As of April 22, I have validated and certified 36 of 39 counties Road Log and closed out over 1000 work orders.

In addition to the Road Log, I conducted several in-person pavement rating training sessions, multiple GIS-Mo refresher training classes, two pavement management onsite trainings, and fielded some great technical support calls. This next quarter I am excited to work on FGTS updates and providing feedback on some new technology for pavement management.

### County Engineer Appointments – DREW:

- John Becker, P.E. was appointed as the Grays Harbor County Engineer effective January 16, 2024. Mr. Becker has been serving as the interim director since July 2023.
- Cameron Curtis, P.E. was appointed as the Kittitas County Engineer effective April 1, 2024. The previous engineer, Josh Fredrickson, has been promoted to Public Works Director after the retirement of Mark Cook.

### County Engineer Vacancy Status (WAC 136-012) – DEREK:

<b>County</b>	<b>Effective Date</b>	<b>Original Six-Month Expiration</b>	<b>Six-Month Extension</b>	<b>Notes</b>
<i>Asotin</i>	June 1, 2023	December 1, 2023	May 31, 2024	Consultant firm providing interim CE support, Russ Pelleberg appointed Acting CE
<i>Garfield</i>	March 15, 2024	Sept. 15, 2024	-	James Wege separated
<i>Pacific</i>	Sept. 15, 2023	March 15, 2024	Sept. 15, 2024	Jennifer Oatfield and Richard Drake appointed Acting CE team

### County Audit Reviews – DEREK:

	<b>Number</b>	<b>Findings</b>	<b>Management Letters</b>	<b>County Road or ER&amp;R</b>	<b>CRAB Follow-Up Needed</b>
<i>Financial</i>	6	7	3	Yes Okanogan	No
<i>Accountability</i>	11	4	0	No	No
<i>Fraud</i>	1	1	0	No	No
<i>Performance</i>	2	0	0	No	No

Okanogan – Susp. & Debarment

### Design Systems and Unmanned Aerial Systems (UAS) Update – BRIAN:

Design Systems focused almost exclusively on the preparation of the 2024 Road Design Conference. No other training was provided during this quarter.

OFFICE OF  
COUNTY COMMISSIONERS

JILL WARNE  
FIRST DISTRICT  
KEVIN PINE  
SECOND DISTRICT  
VICKIE L. RAINES  
THIRD DISTRICT  
WENDY CHATHAM  
CLERK OF THE BOARD



100 West Broadway, Suite #1  
MONTESANO, WASHINGTON 98563  
PHONE (360) 249-3731  
FAX (360) 249-3783

STATE OF WASHINGTON

January 16, 2024

Derek Pohle, PE  
Washington State County Road Administration Board  
(CRAB) 2404 Chandler Court SW, Suite 240  
Olympia, WA 98504-0913

RE: Notice of change pursuant to WAC 136-12-020


Dear Mr. Pohle,

You might recall that, on July 25, 2023, the Grays Harbor County Board of Commissioners (“Board”) designated John Becker as Acting County Engineer (Exhibit 1).

On January 16, 2024, the Board formally appointed Mr. Becker as the County Engineer. The appointment was accomplished by adopting a resolution (Exhibit 2) and executing an employment agreement (Exhibit 3).

Because we interpret the formal appointment as constituting a "change" within the meaning of WAC 136-23-020, we are providing this notice. If you have any questions or if further action is needed, please reach out to me or to the Clerk of the Board, Wendy Chatham, at [wendy.chatham@graysharbor.us](mailto:wendy.chatham@graysharbor.us).

Sincerely,

  
Kevin Pine (Jan 17, 2024 15:59 PST)

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Kevin Pine, Chair  
Grays Harbor Board of County Commissioners

**GRAYS HARBOR COUNTY RESOLUTION NO. 2024-005**

**A RESOLUTION OF THE GRAYS HARBOR COUNTY BOARD OF COMMISSIONERS APPOINTING JOHN BECKER AS COUNTY ENGINEER**

**WHEREAS**, RCW 36.80.010 requires the county legislative authority ("Board") to employ a county road engineer ("County Engineer") on either a full-time or part-time basis; and

**WHEREAS**, John Becker is a County employee and is a registered and licensed professional civil engineer under the laws of this state, duly qualified and experienced in highway and road engineering and construction; and

**WHEREAS**, on July 25, 2023, the Board designated John Becker as Acting County Engineer for a period not to exceed six (6) months; and

**WHEREAS**, the Board finds that it is in the County's best interest to appoint Mr. Becker as County Engineer.

**NOW, THEREFORE, BE IT RESOLVED** by the Board that John Becker is appointed as County Engineer. The appointment is effective upon (1) adoption of this Resolution; (2) execution of an employment agreement; and (3) in accordance with RCW 36.80.020, receipt of Mr. Becker's bond in such amount as the Board has determined by separate resolution.

**IT IS FURTHER RESOLVED** by the Board that the County shall deliver written notice of the appointment to the County Road Administration Board not later than five (5) calendar days after the appointment takes effect.

**ADOPTED** this 16th day of January, 2024.

**BOARD OF COMMISSIONERS  
GRAYS HARBOR COUNTY**

*Kevin Pine*

Kevin Pine (Jan 16, 2024 21:14 PST)

Kevin Pine, Chair, District No. 2

*Jill Warne*

Jill Warne, District No. 1

*Vickie L. Raines*

Vickie L. Raines, District No. 3

ATTEST:

*Wendy Chatham*

Wendy Chatham, Clerk of the Board

APPROVED AS TO FORM:

*Jon Beltran*

Jon Beltran, Chief Civil Deputy Prosecutor



## EMPLOYMENT AGREEMENT – COUNTY ENGINEER

This Employment Agreement (“Agreement”) between Grays Harbor County (“County”) and John Becker (“Employee”) is effective January 16, 2024.

In consideration of the mutual covenants and promises contained herein, the County and Employee agree as follows:

1. Employment. The County will employ the Employee full time, and the Employee will accept full time employment by the County as the County Engineer. The Employee will perform such duties as described in the attached job description, as revised from time to time by the Board of County Commissioners (“Commissioners”), other duties as assigned by the Commissioners, and all other duties required by federal, state, and local laws and regulations. The Employee will devote attention and effort to the County’s business and will skillfully, effectively, and loyally serve its interests. The Employee will be furnished with the necessary equipment and support as is generally furnished to comparable County employees. The Employee acknowledges that the County Engineer will have duties and responsibilities as the Commissioners shall from time to time assign, including but not limited to citizen interaction and personnel duties, and that such duties under this Agreement will include work outside of the regular work week and will specifically and without limitation include evening and weekend work.

2. Term. This Agreement will remain in effect until terminated as provided herein.

3. Compensation. For services rendered by Employee pursuant to this Agreement the County shall pay the Employee compensation for the County Engineer at a 2024 rate of \$10,668 per month, with a performance review in 6 months. Beginning January 1, 2025 the Employee shall receive an annual cost of living increase, if any, as provided to employees under the AFSCME Master Working Agreement Between Grays Harbor County and Local 275 pursuant to Grays Harbor County Resolution No. 2014-025.

4. Benefits. During the term of this Agreement, the County shall provide the Employee with the same longevity pay, retirement, medical, dental, vision, life insurance benefits, and vacation and sick leave accrual as are provided for in the AFSCME Public Works Agreement. This position does not accrue compensatory time.

5. Termination. Termination of this Agreement shall be as provided below:

5.1 County. The County may terminate the employment of the Employee for any or no reason at any time during the term of employment upon providing Notice of Termination (as defined in 5.4 below) to the Employee. In the event the Employee is terminated for any reason other than just cause, as defined below, the County shall provide the Employee severance pay in an amount equivalent to three (3) months wages and benefits that would otherwise been paid if employment had continued, provided that

such severance pay and benefits shall not include sick leave and vacation accruing during that three (3) month period.

5.2 Employee Termination. The Employee may terminate their employment at any time upon providing Notice of Termination (as defined in 5.4 below).

5.3 Automatic Termination. Upon death of the Employee, this Agreement and all employment hereunder shall automatically terminate.

5.4 Notice. "Notice of Termination" means a written notice of termination provided at least four (4) weeks prior to termination of the Employee's employment under this Agreement. Notwithstanding any Notice of Termination hereunder, the Employee shall continue to perform all employment services and duties during such four-week notice period, provided, however, that the County may, at its own election and without reducing the Employee's compensation during such period, excuse the Employee from any or all duties during such period. The effective date of termination of Employee's duties and services as the County Engineer shall be the date on which such four-week period expires.

5.5 Cause. The County may terminate the employment of the Employee with just cause at any time and without prior Notice of Termination. For purposes of this Agreement, "just cause" includes but is not limited to the following:

- (a) Repeated and intentional failure or refusal to carry out the directions of the Commissioners;
- (b) Incompetence, inefficiency, inattention to duties, or dereliction of duties;
- (c) Dishonesty, intemperance, immoral conduct, insubordination, discourteous treatment of the public or a County employee, any other act of omission or commission injurious to the public service, any other willful failure on the part of the County Engineer to properly conduct themselves, or any willful violation of this Agreement;
- (d) Drunkenness or use of any intoxicating liquors, narcotics or any other habit-forming drugs, liquid or preparation to such extent that the use thereof interferes with the efficiency or mental or physical fitness of the Employee, and which precludes the Employee from properly performing the functions and duties of this position;
- (e) Conviction of any felony crime, or misdemeanor crime involving moral turpitude;
- (f) Any other act or failure to act which, in the sole judgment of the Commissioners, is sufficient to show the Employee to be an unsuitable and unfit person to hold the position of the County Engineer.

- (g) Prior to making any decision or issuing notice to terminate the employment of the Employee for just cause within the meaning of this section, the County shall conduct an informal due process meeting with the Employee that will include: (1) notice of all allegations against the Employee; (2) an explanation of evidence supporting termination of the Employee, and (3) an opportunity for the Employee to provide information supporting the Employee's position. If Employee is terminated for just cause, the Employee's employment will end on such determination and the Employee is not entitled to compensation other than earned compensation through the date of termination.

6. Waiver. No waiver of any provision of this Agreement shall be valid unless reduced to writing and signed by the party against whom such claim or waiver is sought to be enforced. No failure by any party to enforce any right hereunder shall constitute a continuing waiver of the same, or a waiver of any other right hereunder.

7. Arbitration. Any controversy or claim arising out of or relating to this Agreement, whether arising under federal, state, or local statute, ordinance or regulation, or under the common law of tort or contract, shall be fully and finally settled by arbitration in accordance with RCW 7.06 et al. The prevailing party shall be entitled to costs, expenses and reasonable attorneys' fees, and judgment upon the award rendered therein may be entered in any court having jurisdiction thereof. The arbitrator is hereby empowered to award any relief provided for by any applicable statute, ordinance, regulation, law, or cause of action.

8. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to the subject matter herein and shall supersede all prior contracts or agreements between the County and the Employee. By entering this Agreement, the County does not relinquish any rights, powers, prerogatives, duties, or authority previously enjoyed by the County except as specifically abridged or modified by the terms of this Agreement.

9. Amendment. No modification of any of the provisions hereof shall be binding upon either the Employee or the County unless executed in writing and signed by both parties hereto.

10. Applicable Law. This Agreement shall be governed by and construed according to the laws of the State of Washington.

11. Severability. If any provision of this Agreement shall be determined by any court or arbitrator of competent jurisdiction to be unenforceable or otherwise invalid for any reason, including but not limited to the duration of such provision, its geographical scope or the extent of the activities prohibited or required by it, such provision shall be enforced and validated to the extent permitted by law, and the court or arbitrator shall have the power to reform such provision to the extent necessary for such provision to be enforceable under applicable law. All provisions of the Agreement are severable, and the

unenforceability or invalidity of any single provision hereof shall not affect the remaining provisions.

12. Advice of Counsel. The Employee hereby acknowledges reading all the terms herein and agrees: that the terms are necessary for the reasonable and proper protection of the County's interests; the County has been induced to enter into this Agreement by the representation of the Employee who will abide by and be bound by each of the aforesaid covenants and restraints; and that each and every covenant and restraint is reasonable. The Employee acknowledges having been advised by the County the ability to have this Agreement reviewed by the Employee's counsel of choice, hereby represents that they have either done so, or have elected to forego the right to do so voluntarily and of their own free choice.

13. Confidentiality. The Employee hereby acknowledges that confidentiality is an important part of the position of the County Engineer and agrees to maintain confidentiality with staff, other County employees, and the public. Confidential information shall include employee information, information regarding County resolved, current or potential litigation, investigations, and other information that Employee should know from County practices is to remain confidential. The Employee agrees not to share confidential information with family, friends, acquaintances, or the media. Confidential information may be in any form, including reports, financial documents, emails, conversations, or other oral or written communication. The Employee understands and acknowledges that conversations and/or records with personal information about the public and/or County employees, business information, activities, files, reports, and/or documents are to be used only for intended purposes at work. Employee also agrees that release of confidential information to unauthorized persons could result in disciplinary action up to and including termination. The Employee shall limit disclosure of confidential information to responses pursuant to valid public records requests provided through County's public records office.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures as of the 16 day of January, 2024.

Employee:

John C. Becker

John C. Becker (Jan 17, 2024 15:32 PST)

John Becker  
County Engineer

Grays Harbor County  
Board of Commissioners

Kevin Pine

Kevin Pine (Jan 16, 2024 21:17 PST)

Kevin Pine, Chair

Jill Warne

Jill Warne, Commissioner

Vickie Raines

Vickie Raines, Commissioner







# Notice to CRAB 01-16-24

Final Audit Report

2024-01-17

Created:	2024-01-17
By:	Wendy Chatham (wendy.chatham@graysharbor.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAAje_gcuRN3nN7uKoO1qsbWRMdboU8sSsS

## "Notice to CRAB 01-16-24" History

-  Document created by Wendy Chatham (wendy.chatham@graysharbor.us)  
2024-01-17 - 11:43:21 PM GMT
-  Document emailed to kpine@graysharbor.us for signature  
2024-01-17 - 11:43:53 PM GMT
-  Email viewed by kpine@graysharbor.us  
2024-01-17 - 11:59:11 PM GMT
-  Signer kpine@graysharbor.us entered name at signing as Kevin Pine  
2024-01-17 - 11:59:44 PM GMT
-  Document e-signed by Kevin Pine (kpine@graysharbor.us)  
Signature Date: 2024-01-17 - 11:59:46 PM GMT - Time Source: server
-  Agreement completed.  
2024-01-17 - 11:59:46 PM GMT



Kittitas County, Washington  
**BOARD OF COUNTY COMMISSIONERS**

District One  
Cory Wright

District Two  
Laura Osiadacz

District Three  
Brett Wachsmith

April 1, 2024

Washington State County Road Administration Board  
2404 Chandler Ct SW, Suite 240  
Olympia, WA 98502-6067

*Sent via electronic mail to:*  
[Jane.Wall@crab.wa.gov](mailto:Jane.Wall@crab.wa.gov)

RE: Notice of Change in Kittitas County Engineer

County Road Administration Board:

In compliance with WAC 136-12-020 this is to notify the County Road Administration Board (CRAB) of a change Kittitas County has made to County Engineer. The County has reviewed the requirements within chapter 136-12 WAC.

Kittitas County has promoted Cameron Curtis to the position of County Engineer, effective April 1, 2024. Cameron has a Washington State Professional Civil Engineer registration number: 23028010. Cameron can be contacted at [Cameron.Curtis@co.kittitas.wa.us](mailto:Cameron.Curtis@co.kittitas.wa.us). The organizational chart remains the same as previously provided. This position was previously held by Joshua Fredrickson, there was no vacancy period during the transition time.

Sincerely,

Chairman of the Board-Kittitas County

cc

Drew Woods, PE Deputy Director – [Drew.Woods@crab.wa.gov](mailto:Drew.Woods@crab.wa.gov)

Derek Pohle, PE Support, Training and Compliance Manager – [Derek.Pohle@crab.wa.gov](mailto:Derek.Pohle@crab.wa.gov)

The UAS Program has had little activity this quarter with the exception of contact with a company developing some exciting technology to assess the health of bridge decks using thermal sensors. This technology relies on machine learning which requires large amounts of data to compare and learn what is and is not delamination. This company is offering this technology for free to the counties, provided they assist with collection.

## Learning Management System Update – BRIAN:

- 2024 1<sup>st</sup> quarter performance
  - The platform has 1,032 registered users and has had 296 unique logins during the period.
  - Users have accessed 1,544 individual assets and 501 learning path courses.
  - Of the assets accessed, 1,092 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This represents 71% of all individual assets consumed in this quarter.
- Using imputed averages for assets and courses, CRAB provided approximately 380 person-hours of training.
- This quarter's performance numbers are slightly higher than the last quarter of 2023. This can be attributed to the addition of content developed in support of RAP Online.

## County Visits and Training – Engineering Team:

- In February, Drew and Brian attended the WSACE Professional Development Conference in Leavenworth.
- In February, Mike attended training on ARCPRO GIS software in Olympia. This training was attended by other CRAB staff and county staff. The training was hosted by CRAB using a grant from the Traffic Safety Commission.
- In February/March, Drew, Derek, Steve, and Jane provided the Legislative Authority and the Office of the County Engineer training.
- In February, Mike traveled to Adams county for VUEWorks training.
- In March, Mike traveled to Lewis and Snohomish counties to provide pavement management and road log training.
- In March, Drew completed the three-day Bridge Inspector Refresher training in Lacey.
- In March, Mike attended the Asphalt Training Conference in Grand Mound.
- In March, Steve traveled to all of the RAP regions to assist Berk and Associates with the Grant Effectiveness Study meetings in each region. These meetings reviewed the survey results and solicited additional information and input.
- In March, CRAB staff hosted the annual Road Design Conference.
- In March, Drew attended the first joint Board meeting between the Washington and Oregon county engineer associations. The meeting was in Hood River.

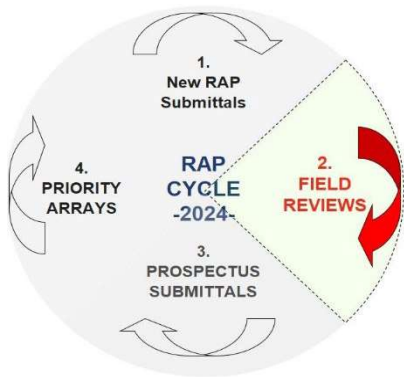
- In April, Steve visited the Southeast Region to review current projects and score proposed RAP projects.
- In April, Drew attended the National Association of County Engineers (NACE) annual conference in Palm Springs, California.



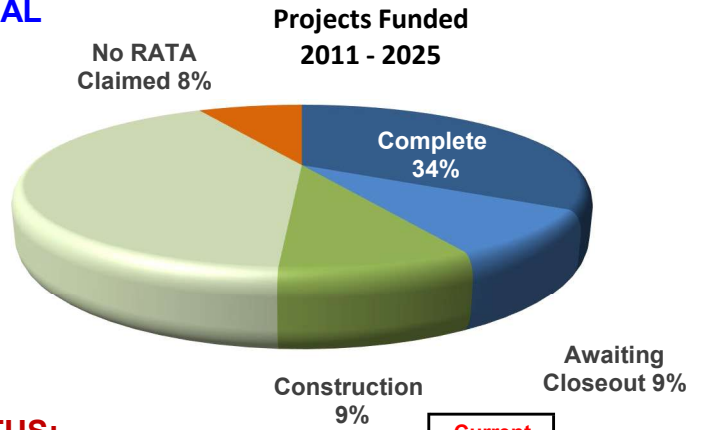
	Drew				Derek				Steve				Brian				Mike				County Totals
	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	
Adams	1		2		1				1		1						2	1	1		10
Asotin	1				3				1	1							2		1		9
Benton			1		1		1		2	1	2				4		6		1		19
Chelan					3				3		1				1		2				10
Clallam	1		1		1		1		1						3		4		1		13
Clark			5		3		5		3		2						2				20
Columbia	2		1		1		1		1	1	2				2		1				12
Cowlitz	2				1				1		1						3		2		10
Douglas	1		11		5		10		2		2						4		2		37
Ferry	1		1		4		1		8		1						3		2		21
Franklin	2		4		3		2		1	1	2				1		3		2		21
Garfield	2				2				1	1							4				10
Grant	1				1				2		1						2		1		8
Grays Harbor	1		1		3		1		2		2				2		3		1		16
Island					3				2		1				3		4		2		15
Jefferson					2				1								3		2		8
King	1		1		1				2		1				4		5		2		17
Kitsap			2		1				2		1				3		3		1		13
Kittitas	2				1				1	1	1						2		1		9
Klickitat			1		1		1		3	1	1				2		5		1		16
Lewis	1				3				3		1				2		4	2	3		19
Lincoln	2		1		3		1		3		1						3		1		15
Mason	2				2				1								4		2		11
Okanogan	2		2		1				1		1				1		2		1		11
Pacific	2		1		5		1		2		1						6	1	2		21
Pend Oreille	1				2				1		1						4		1		10
Pierce	1		3		2				2		1				11		5		1		26
San Juan	2		1		1		1		1								3		2		11
Skagit	2		1		5		1		4		2						5		3		23
Skamania					2				2		1						2		1		8
Snohomish			2		1		1		3		2				1		6	1	6		23
Spokane			2		2				2		1				8		4		1		20
Stevens	2				1				1						1		3		1		9
Thurston	1				2				2		1				3		8		2		19
Wahkiakum					2				4								2		1		9
Walla Walla	1				2				1	1	1				4		7		3		20
Whatcom	1				2				4		1						6		2		16
Whitman	2		2		1				4		1						3		1		14
Yakima	2				1				4	1	1				4		5		2		20
State Agencies	25							6	1								5		3		40
National	1																				1
Public							3		1												4
<b>Staff Totals</b>	<b>114</b>				<b>118</b>				<b>135</b>				<b>60</b>				<b>217</b>				

## RAP Program Status – STEVE:

**RURAL ARTERIAL PROGRAM**  
April 2024



Design  
41%



**PROJECT STATUS:**

Billing Phase	'83-'11	'11-'13	'13-'15	'15-'17	'17-'19	'19-'21	'21-'23	Current Biennium '23-'25	TOTAL
Completed	1040	2	48	30	23	10	1	1	1155
Awaiting Closeout	1		1	7	5	3	1		18
Some RATA paid	1		1	4	14	26	25	27	98
No RATA Paid						3		12	15
<b>TOTAL</b>	1042	2	50	41	42	42	27	40	1286

**FUND STATUS:**

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

Fuel tax receipts and interest through June, 2023	690,992,513
<b>Estimated</b> fuel tax, int, Elect Vehicle overages and <b>MVA Transfers</b> July '23 thru June '25	46,921,300
<b>Total estimated revenue</b>	<b>737,913,813</b>

**RAP Expenditures to date:**

To Completed Projects	622,030,114
To Projects in Design or Under Construction	49,495,752
Administration	14,755,868
<b>Total RATA spent</b>	<b>686,281,734</b>

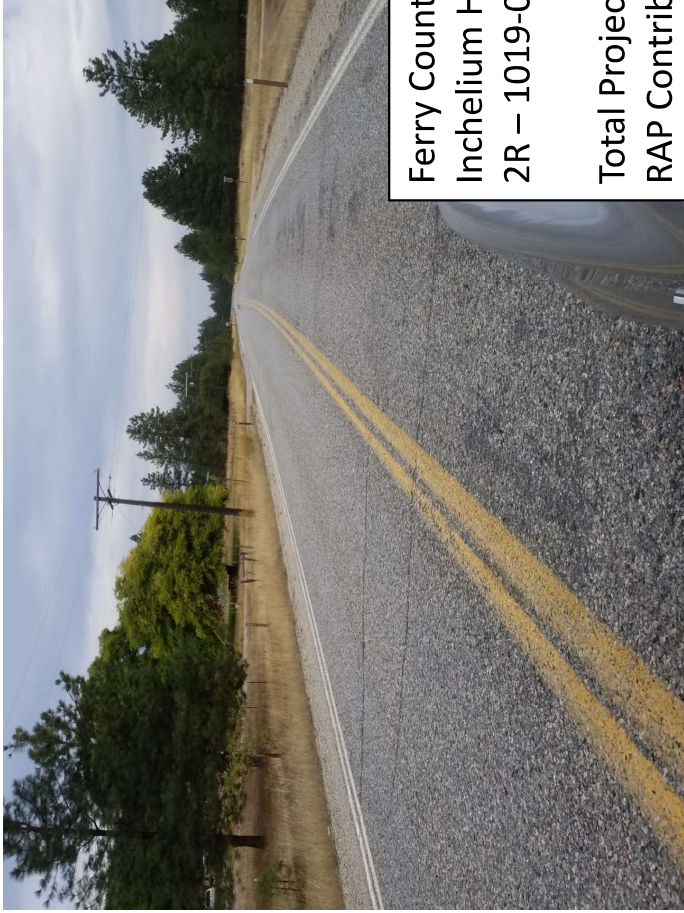
**RAP Obligations:**

RATA Balance on Active Projects	134,118,704
RATA \$ yet to allocate to Partially funded projects -	26,450,649
Requests for reimbursement - pending	255,762
Estimated remaining administration through 2023- 2025 biennium	746,752
<b>Total RATA obligated</b>	<b>161,571,867</b>

**QTR 1 - 2024 RATA ACTIVITY:**

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
December	\$21,432,719.06	\$2,099,891.77	\$71,849.94	(2,844,402.22)	43	(56,382.33)	\$20,703,676.22
January	\$20,703,676.22	\$1,394,604.64	\$63,042.89	(1,321,224.02)	24	(61,707.38)	\$20,778,392.35
February	\$20,778,392.35	\$1,405,237.68	\$62,246.34	(1,613,177.67)	26	(57,931.97)	\$20,574,766.73
March	\$20,574,766.73	\$1,867,048.48	\$59,821.97	(432,785.58)	16	(57,700.26)	\$22,011,151.34
<b>TOTALS:</b>		\$6,766,782.57	\$194,714.80	(6,211,589.49)	109	(233,721.94)	

## Completed Projects – STEVE:



**Ferry County  
Inchelium Hiway Rehabilitation  
2R – 1019-02**

**Total Project Cost: \$234,654  
RAP Contribution: \$231,444  
Local Contribution: \$ 3,210\***

\*received Match Adjustment Amendment

This was a 2R project (Resurface/Restoration). To protect the worst areas from further deterioration, a Pre-Level was used prior to the new Chip Seal. New road signs were installed.

The Inchelium Highway is the most traveled County Roadway, which connects travelers to the Colville Indian Reservation, the Kettle River, and into Inchelium. The highway is important to for the transportation of freight and goods and the logging industry.

The section of the Highway had linear and transverse cracking, shoulder deterioration, and rutting.





The Pasco-Kahlotus Road serves as a vital 42-mile arterial, connecting the eastern section of Franklin County. Since the late 1800s, this road plays a critical role for the county's residents, facilitating the movement of freight and agricultural goods, providing access to two dams, and connecting to multiple recreation areas along the Snake River and Juniper Dunes Recreation Area. In 2003, Franklin County initiated multiple phases to upgrade the Pasco-Kahlotus Road, focusing on overlay and widening. The goal was to enhance the roadway to meet current design standards and ensure it functions as an all-weather route.

The last phase remained unfinished due to the complexity and cost of the project. This section included deficient sight distances due to vertical curves, steep slopes, and a narrow roadway. Additionally, weight restrictions applied at various points during the year.

**Franklin County**  
**Pasco-Kahlotus Road**  
**RC – 1116-01**

**Total Project Cost: \$4,023,975**  
**RAP Contribution: \$1,620,000**  
**FED Contribution: \$1,544,556**  
**Local Contribution: \$ 859,419**

This was an RC project (Reconstruction).

The Pasco-Kahlotus Road project addressed the reconstruction of substandard vertical curves at four different locations, widened the roadway from 26' to 34', milled and preleveled the sections of roadway that did not need reconstructed, and paved the entire section adding structural strength and bringing this last section of roadway to an all-weather route. Additional upgrades to the road were left/right turn lanes into the Juniper Dunes Road, illumination at the intersection, installation of both culverts and shoulder rumble strip. These improvements enhanced safety.





Fertile Valley Rd. is a main road around Sacheen Lake and Pend Oreille Park that feeds into many subdivisions. It provides access to many homes and recreational sites.

Drainage issues along the road and lowering pavement ratings where two main reasons for this project.



Pend Oreille County	
Fertile Valley Road	
3R – 2610-01	
Total Project Cost:	\$2,262,289
RAP Contribution:	\$2,036,060
Local Contribution:	\$ 226,229

This was a 3R project (Resurface/Restoration/Rehabilitation).

Re-Constructed 2.25 miles FFC 08 County Road. Includes curb, gravel shoulders, HMA, guardrail, signs, hydroseed and striping.

In 1992, a portion of State Route 530 was transferred to Skagit County and since has become known as Pioneer Highway. Pioneer Highway serves as a major collector for lower classification roadways. Pioneer Highway plays a significant role allowing access for residential and agricultural areas. In addition, Pioneer Highway is a key route between Snohomish and Skagit counties. As such, it is a frequently utilized road for commuting and transporting goods. During Skagit County's pavement study of Pioneer Highway, several areas of longitudinal and transverse cracking were observed. This provided evidence of delamination occurring between asphalt layers. Due to Pioneer Highway's critical role in Skagit County's road network, it was necessary to remedy these maintenance issues before the roadway suffered more severe damage.



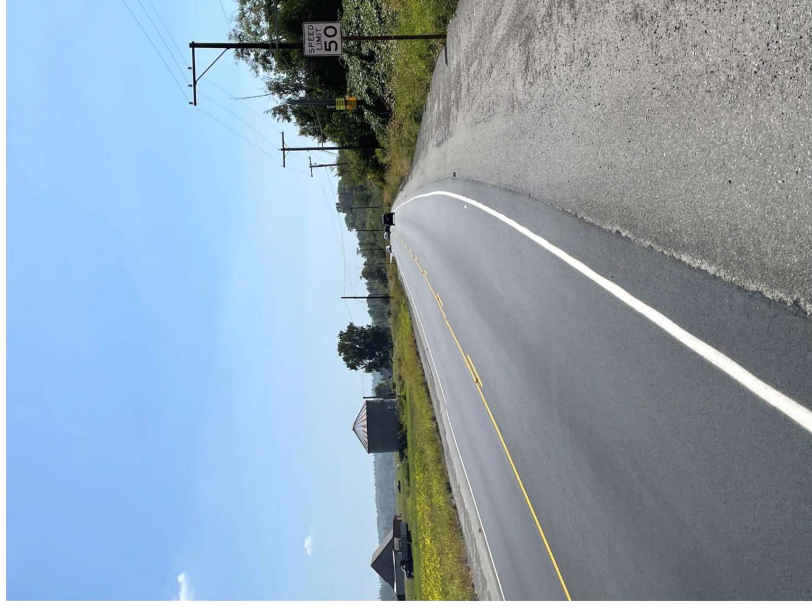
**Skagit County  
Pioneer Highway  
2R -2923-01**

**Total Project Cost: \$325,567  
RAP Contribution: \$325,567  
Local Contribution: \$ 0\***

\*received Match Adjustment Amendment

**This was a 2R project (Resurface/Restoration).**

Skagit County's contractor, under the supervision of County inspectors, removed and replaced approximately 0.17', or 2", of asphalt. Skagit County required this work to be complete at night, which gained positive feedback from both residents of Skagit County, as well as personnel from Snohomish County Public Works. Performing this work at night reduced traffic impacts to the public, as well as provided a safer and more efficient work environment for the contractor.







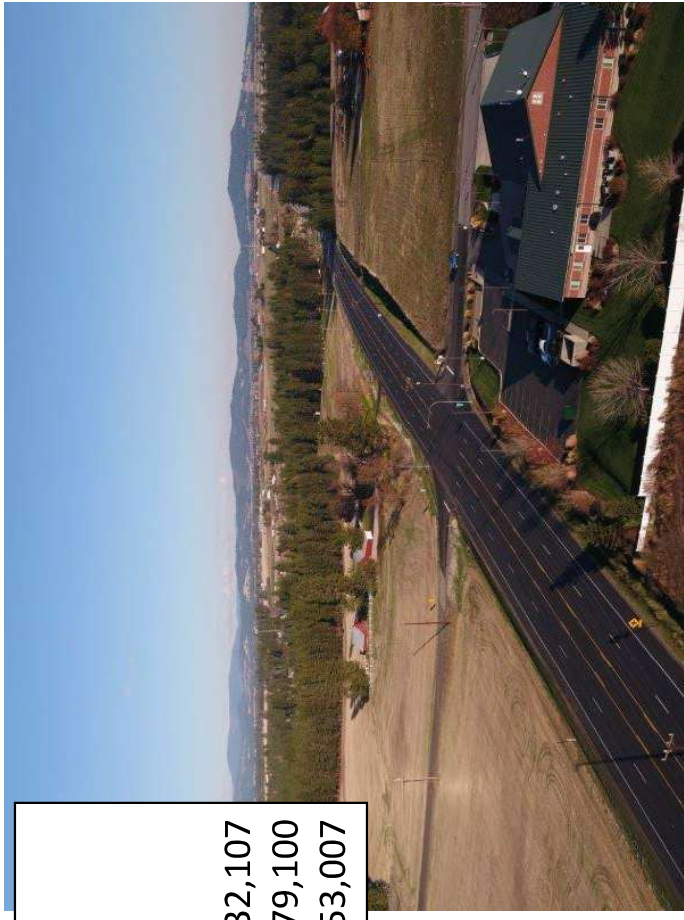
Bigelow Gulch Road is a very important rural minor arterial and is a priority freight route that carries 14,899 ADT and is an important connector link between the Spokane Valley and the North Spokane area. This project is a segment of a larger corridor project that spans approximately 8 miles.

The existing roadway was operating at LOS E or F. The proposed 4 lane roadway with center turn lane at intersections and 8' wide shoulders significantly improved the roadway operation. The roadway also had substandard vertical and horizontal curves with poor site distance. This project provided for these needed safety improvements.

Spokane County  
Bigelow Gulch Road  
RC – 3215-01

Total Project Cost: \$4,132,107  
RAP Contribution: \$2,579,100  
Local Contribution: \$1,553,007

This was an RC project (Reconstruction). The project reconstructed the roadway to a 4 lane section with 8ft shoulders and a center turn lane where needed. The project included adding stormwater improvements and intersection illumination. While the greater corridor project is not yet complete the project was well received, allowing drivers greater ability to enter Bigelow from the side roads and driveways with improved site distance. We also received feedback from motorists who appreciate now having the ability pass slower moving vehicles specifically the **56** farming equipment.



# Staff Project Actions Taken – STEVE:

## **Project Actions Taken by CRAB Staff**

### **I. Staff Action Klickitat County – Additional RATA request for Sundale Road (2019-01)**

Klickitat County requested additional RATA funding for their Sundale Road Reconstruction project. The request is in accordance with WAC 136-165-020, including the filed emergency WAC change removing the 25% maximum additional RATA request.

Klickitat County confirmed that the project bids are reasonable, but costs are increased across all bid items as compared to the original estimate dated five years ago. The primary reasoning for the increased costs is inflation.

CRAB staff reviewed the plans, specifications, and estimates and concurs that the project remains within the original proposed scope.

Based on the new project estimate and actual low bid, Klickitat County requested an additional \$1,621,213 which will be “borrowed” from the upcoming ’25-’27 award cycle, as outlined in WAC 136-165-040.

The director forwarded a letter and contract amendment on March 28, 2024 granting the additional RATA funding for the Sundale Road project, “borrowing forward” this amount from the upcoming ’25-’27 funding cycle.

### **II. Staff Action Klickitat County – Withdrawal of Schrantz Road Bridge (2023-01)**

The Schrantz Road Bridge project is a Standalone Bridge (SA) project located on a local access road. A contract was mistakenly awarded to this project in April 2023 due to an error by CRAB staff (bridges on local access roads are only eligible when also federally funded).

On March 7, 2024 CRAB staff sent a letter to Klickitat County requesting that the project be withdrawn due to this error. Since there have been no RATA reimbursements to the county for this project, the county acknowledged CRAB’s request, and withdrew the project.

The director forwarded a letter on April 17, 2024 confirming withdrawal of the project. The RATA that had been authorized to the Schrantz Road Bridge project will return to the Southeast region and be awarded with the remaining 10% of ’23-’25 funding.

# Previous Board Actions Update – STEVE:

## *County Road Administration Board – April 13, 2023*

### **I. Updates on previous Board actions - Projects**

- **Asotin County – Snake River Road project termination and waiver of payback**
  - Asotin County received RATA funding in our '23-'25 cycle, aiming to construct Phase 1 – a portion of the original project. They have been approved on the 2023 STIP for the MPO to request additional federal funding to supplement potential CRAB funding. This entire project length will be conducted in four phases, scheduled to be completed within the timeline established in the waiver of payback agreement.
  - The County has applied for Section 2 of the project in the current '25-'27 RAP cycle.
- **Skagit County's Francis Road extension**
  - Skagit County has federalized the Right-Of-Way phase of the project, all ten Temporary Construction Easements have been secured, and the Right-Of-Way Plan has been approved by WSDOT's Local Programs office.
  - The County submitted a HSIP grant and received \$1.75m in construction funding to be administered through WSDOT's Local Programs office.
  - The County is preparing several other funding strategies to support construction of this project, including Economic Development funding, STBG funding, and use of CAPP funding for eligible portions of construction. If these strategies are successful, construction will occur during the summer of 2024.
- **Cowlitz County's South Cloverdale Road extension**
  - The county has obtained all but one property, and is pursuing a possession and use option for the one remaining. This may allow Right Of Way Certification by May.
  - WSDOT has revisited all NEPA approvals that were approved prior to July 1, 2022 and verifying that all such projects meet an ESA stormwater policy that went into effect in 2022. This project is expected to complete this review in May also.
  - Once these processes have been completed, fed funding can be obligated (likely July) and the county is now aiming for bid in August of this year.

### **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 made their first payment, received by CRAB on April 9, 2024 in the amount of \$525,158.33 (based on payback voucher from CRAB)
  - Additional interest had accrued since the last payback voucher, in the amount of \$2,500. This additional interest was also paid (on April ???).
  - This loan is now fully repaid.

**Current ELP account balance is \$3,172,102.19**

**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 2023/2024:

(projects in Bold are new amendments this quarter)

• Chelan County – Goodwin Road #0419-02	\$154,000
• Chelan County – Chumstick Highway #0421-01	\$122,000
• <b>Chelan County – Wenatchee Heights Rd #0423-01</b>	<b>\$137,400</b>
• <b>Clallam County – Carlsborg Road #0519-01</b>	<b>\$ 52,500</b>
• Columbia County – Rose Gulch Road- Vernon Smith Br #0717-02	\$ 52,500
• Ferry County – Boulder Creek Sec. 1 #1015-02	\$190,000
• Ferry County – Inchelium Hiway Rehabilitation #1019-02	\$ 83,300
• Grays Harbor County – Garrard Creek Road #1415-01	\$173,000
• <b>Jefferson County – Center Road #1622-01</b>	<b>\$189,172</b>
• King County – Ames Lake Road Bridge No. 1320A #1719-01	\$288,900
• Kitsap County – Burley Olalla Rd SE #1823-01	\$ 83,800
• <b>Lewis County – Centralia Alpha Rd #2119-01</b>	<b>\$244,400</b>
• Mason County – North Island Drive Culvert #2317-01	\$ 55,500
• Mason County – Old Belfair Hwy #2319-02	\$232,000
• Okanogan County – Old 97 #2419-02	\$204,000
• Skagit County – Pioneer Rd #2923-01 (match deletion only)	\$0
• Spokane County – Wheeler Rd #3221-01	\$142,700
• Stevens County – Swenson South #3317-01	\$350,000
• Whitman County – Almota Road (Phase 3) #3816-01	\$383,333
• Yakima County – Independence Rd – Fordyce to Maple #3917-01	\$200,300
<b>Total to date:</b>	<b>\$3,536,805</b>



**To:** Jane Wall – Executive Director  
 County Road Administration Board

**From:** Christina Shearer, Senior Financial Consultant  
 Department of Enterprise Services

**Date:** April 22, 2024

**Subject:** March 2024 (FM09) Financial Status

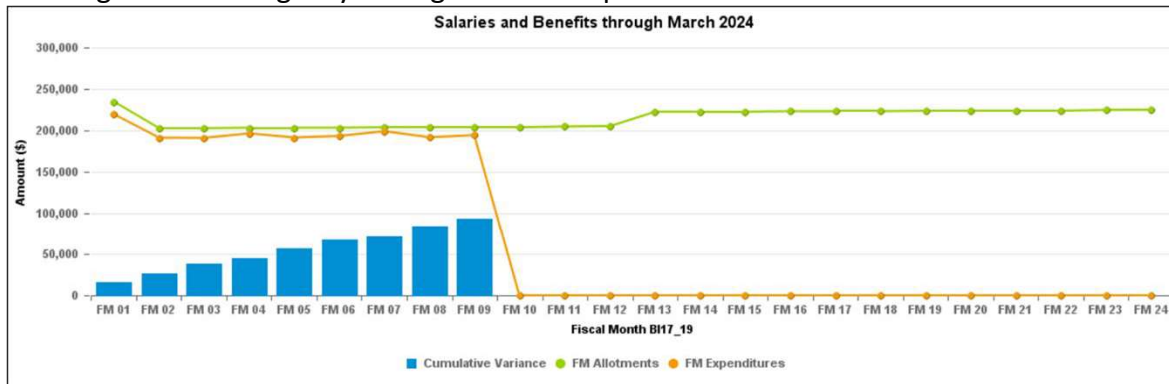
**Operations Summary:**

	BITD Allotment	BITD Expenditure	BITD Variance
108/010 Motor Vehicle Account	\$1099,335	\$1,164,142	<b>\$(64,807)</b>
186/070 County Arterial Preservation Acct	\$669,518	\$568,519	\$100,999
102/090 Rural Arterial Trust Account	\$622,506	\$535,248	\$87,258

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 **\$93,101** cumulative for all three funds. There is a current variance building due to the agency having one vacant position.



**Professional Service Contracts (C)**

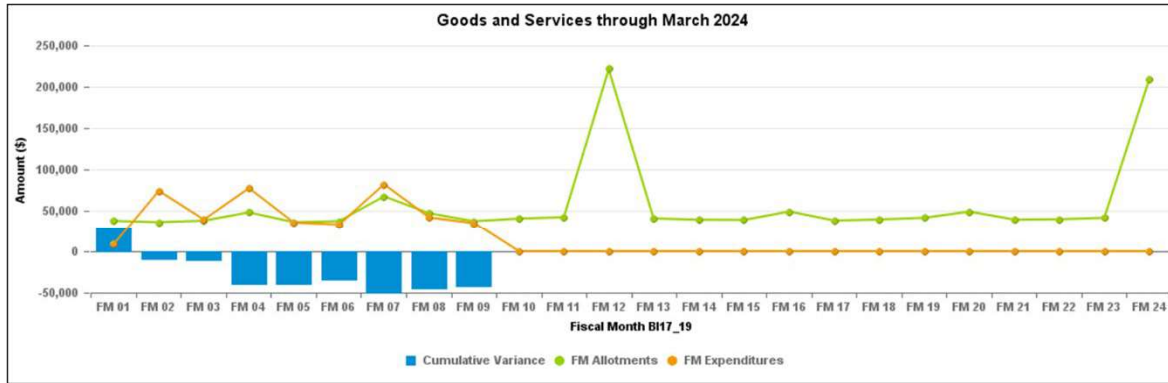
Positive BITD variance of **\$72,915** cumulative for all three funds

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

**Goods & Services (E)**

Negative BITD variance of **\$41,904** cumulative for all three funds. Negative variance would have been larger if not for large underspend vs allotment for ET-Audit Services. See discussion below.

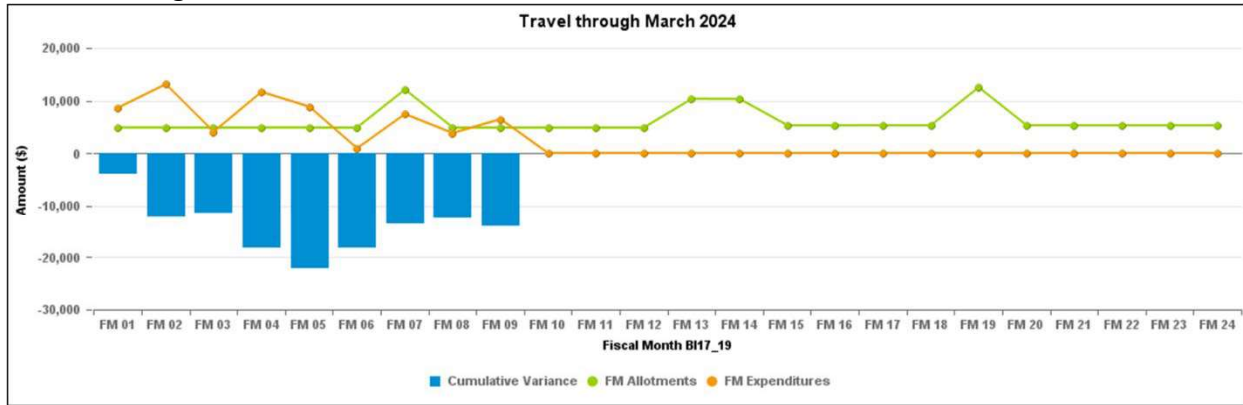
- EB – Communications/Telecommunications: Underspent \$5,003. Consistent small underspend vs allotment.
- EF – Printing & Reproduction: Underspent \$4,111. Consistent small underspend vs. allotment.
- EG – Employee Professional Development & Training: Underspent 3,094 to date.
- EL – Data Processing Services: Underspent \$15,393.
- EN- Personnel Services: Overspent **\$3,082**.
- EP – Insurance: Overspent **\$12,788** – 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.
- ET – Audit Services: Underspent \$28,000. Audit charges were allotted for FM07 but were not incurred due to timing of audit activities. This underspend is expected to reverse when audit services are billed.
- EY – Software Licenses and Maintenance: Overspent **\$79,781**.
- EZ – Other Goods & Services: Overspent **\$2,639**.





**Travel (G)**

There is a negative BITD variance of **\$13,775**.



**Grants and Benefits (N) – Grants to Counties**

March had grant expenditures totaling \$1,345,943. The CAPA Fund 186 has a positive variance of \$62,734 BITD, and the RATA Fund 102 has a positive \$1,921,247 BITD variance.

At this time, I do not have any concerns for the agency. If you have any questions, please do not hesitate to contact me at (360) 407-8129 or [christina.shearer@des.wa.gov](mailto:christina.shearer@des.wa.gov).

*Christina Shearer*

DES Small Agency Financial Services

**County Road Administration Board Agency Summary - BITD by Fund as of March 2024**

**Fund 102- Rural Arterial Trust Account Summary**

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,036,303	380,922	388,197	(7,275)	648,106
Employee Benefits	315,869	115,473	115,481	(8)	200,388
Professional Service Contracts	250,000	93,749	0	93,749	250,000
Travel	13,200	4,947	12,640	(7,693)	560
Capital Outlays	6,890	0	423	(423)	6,467
Grants, Benefits & Client Services	62,487,000	21,750,002	19,828,755	1,921,247	42,658,245
Goods and Services	(7,262)	27,415	18,507	8,908	(25,769)
<b>Sum:</b>	<b>64,102,000</b>	<b>22,372,508</b>	<b>20,364,003</b>	<b>2,008,505</b>	<b>43,737,997</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Salaries and Wages</b>	<b>41,532</b>	<b>42,587</b>	<b>(1,055)</b>	<b>380,922</b>	<b>388,197</b>	<b>(7,275)</b>
AA State Classified	41,532	42,587	(1,055)	380,922	388,197	(7,275)
<b>Employee Benefits</b>	<b>12,866</b>	<b>12,761</b>	<b>105</b>	<b>115,473</b>	<b>115,481</b>	<b>(8)</b>
BA Old Age and Survivors Insurance	2,640	2,554	86	23,646	23,376	270
BB Retirement and Pensions	3,999	4,059	(60)	35,817	36,661	(844)
BC Medical Aid & Industrial Insurance	159	140	19	1,431	1,273	158
BD Health, Life & Disability Insurance	5,382	5,382	1	48,438	48,434	4
BE Allowances	0	30	(30)	0	270	(270)
BH Hospital Insurance (Medicare)	618	597	21	5,532	5,467	65
BK Paid Family and Medical Leave	68	0	68	609	0	609
<b>Professional Service Contracts</b>	<b>10,417</b>	<b>0</b>	<b>10,417</b>	<b>93,749</b>	<b>0</b>	<b>93,749</b>
CZ Other Professional Services	10,417	0	10,417	93,749	0	93,749
<b>Goods and Services</b>	<b>3,813</b>	<b>1,257</b>	<b>2,556</b>	<b>27,415</b>	<b>18,507</b>	<b>8,908</b>
EA Supplies and Materials	130	109	21	1,170	1,171	(1)
EB Communications/Telecommunications	93	0	93	831	30	801
EC Utilities	137	182	(45)	1,225	1,245	(20)
ED Rentals and Leases - Land & Buildings	765	764	1	6,877	6,649	228
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	54	12	42	480	70	410
EG Employee Prof Dev & Training	841	150	691	2,522	1,292	1,230
EH Rental & Leases - Furn & Equipment	36	18	18	323	242	81
EJ Subscriptions	290	0	290	290	0	290
EL Data Processing Services (Interagency)	662	0	662	5,952	0	5,952
ES Vehicle Maintenance & Operating Cst	0	0	0	500	0	500
EY Software Licenses and Maintenance	795	22	773	7,155	7,373	(218)
EZ Other Goods and Services	10	0	10	90	435	(345)
<b>Travel</b>	<b>551</b>	<b>1,073</b>	<b>(522)</b>	<b>4,947</b>	<b>12,640</b>	<b>(7,693)</b>
GA In-State Subsistence & Lodging	250	548	(298)	2,250	6,103	(3,853)
GB In-State Air Transportation	0	0	0	0	23	(23)
GC Private Automobile Mileage	67	282	(215)	599	958	(359)
GD Other Travel Expenses	25	0	25	225	1,954	(1,729)
GF Out-of-State Subsistence & Lodging	50	0	50	450	2,231	(1,781)
GG Out-of-State Air Transportation	17	243	(226)	149	1,370	(1,221)
GN Motor Pool Services	142	0	142	1,274	0	1,274
<b>Capital Outlays</b>	<b>0</b>	<b>22</b>	<b>(22)</b>	<b>0</b>	<b>423</b>	<b>(423)</b>
JA Noncapitalized Assets	0	22	(22)	0	423	(423)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
<b>Grants, Benefits &amp; Client Services</b>	<b>2,416,666</b>	<b>432,786</b>	<b>1,983,880</b>	<b>21,750,002</b>	<b>19,828,755</b>	<b>1,921,247</b>
NZ Other Grants and Benefits	2,416,666	432,786	1,983,880	21,750,002	19,828,755	1,921,247
<b>Total Dollars</b>	<b>2,485,845</b>	<b>490,486</b>	<b>1,995,359</b>	<b>22,372,508</b>	<b>20,364,003</b>	<b>2,008,505</b>

**Fund 108- Motor Vehicle Account Summary**

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,677,998	582,034	577,805	4,229	1,100,193
Employee Benefits	467,629	162,147	173,147	(11,000)	294,482

Travel	107,400	36,048	36,475	(427)	70,925
Capital Outlays	48,228	0	6,451	(6,451)	41,777
Grants, Benefits & Client Services	2,456,000	1,228,000	1,227,900	100	1,228,100
Goods and Services	1,222,745	319,106	370,265	(51,159)	852,480
<b>Sum:</b>	<b>5,980,000</b>	<b>2,327,335</b>	<b>2,392,042</b>	<b>(64,707)</b>	<b>3,587,958</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Salaries and Wages</b>	<b>63,365</b>	<b>64,171</b>	<b>(806)</b>	<b>582,034</b>	<b>577,805</b>	<b>4,229</b>
AA State Classified	42,258	41,465	793	388,071	374,986	13,085
AC State Exempt	21,107	21,881	(774)	193,963	200,929	(6,966)
AU Overtime and Call-Back	0	825	(825)	0	1,889	(1,889)
<b>Employee Benefits</b>	<b>18,022</b>	<b>18,477</b>	<b>(455)</b>	<b>162,147</b>	<b>173,147</b>	<b>(11,000)</b>
BA Old Age and Survivors Insurance	3,783	3,875	(92)	34,021	34,916	(895)
BB Retirement and Pensions	5,729	6,115	(386)	51,540	54,272	(2,732)
BC Medical Aid & Industrial Insurance	199	187	12	1,791	1,630	162
BD Health, Life & Disability Insurance	7,328	7,328	0	65,952	65,952	(0)
BE Allowances	0	40	(40)	0	360	(360)
BF Unemployment Compensation	0	0	0	0	7,826	(7,826)
BH Hospital Insurance (Medicare)	885	906	(21)	7,962	8,166	(204)
BK Paid Family and Medical Leave	98	0	98	881	(0)	881
BZ Other Employee Benefits	0	25	(25)	0	25	(25)
<b>Goods and Services</b>	<b>29,734</b>	<b>30,570</b>	<b>(836)</b>	<b>319,106</b>	<b>370,265</b>	<b>(51,159)</b>
EA Supplies and Materials	910	741	169	8,190	8,413	(223)
EB Communications/Telecommunications	648	367	281	5,826	3,229	2,597
EC Utilities	955	1,273	(318)	8,587	8,712	(125)
ED Rentals and Leases - Land & Buildings	5,350	5,350	(0)	48,150	48,380	(230)
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	375	86	289	3,369	491	2,878
EG Employee Prof Dev & Training	0	1,811	(1,811)	14,000	12,000	2,000
EH Rental & Leases - Furn & Equipment	135	126	9	2,615	2,347	268
EJ Subscriptions	0	0	0	0	0	0
EK Facilities and Services	6,713	6,814	(101)	60,411	60,962	(551)
EL Data Processing Services (Interagency)	10,985	8,647	2,338	98,852	101,318	(2,466)
EM Attorney General Services	248	226	22	2,226	674	1,553
EN Personnel Services	3,329	4,097	(768)	29,969	33,051	(3,082)
EP Insurance	86	86	(0)	1,798	14,586	(12,788)
ER Other Contractual Services	0	0	0	2,580	2,580	0
ES Vehicle Maintenance & Operating Cst	0	0	0	2,500	3,647	(1,147)
ET Audit Services	0	0	0	28,000	0	28,000
EU Office of Equity Services	0	0	0	1,468	1,469	(1)
EW Archives & Records Management Svcs	0	0	0	565	545	20
EY Software Licenses and Maintenance	0	946	(946)	0	64,818	(64,818)
EZ Other Goods and Services	0	0	0	0	3,045	(3,045)
<b>Travel</b>	<b>3,384</b>	<b>4,096</b>	<b>(712)</b>	<b>36,048</b>	<b>36,475</b>	<b>(427)</b>
GA In-State Subsistence & Lodging	1,750	1,007	743	15,750	12,689	3,061
GB In-State Air Transportation	0	0	0	0	163	(163)
GC Private Automobile Mileage	467	0	467	4,199	2,758	1,441
GD Other Travel Expenses	175	0	175	1,575	815	760
GF Out-of-State Subsistence & Lodging	0	0	0	4,200	4,415	(215)
GG Out-of-State Air Transportation	0	1,703	(1,703)	1,400	3,781	(2,381)
GN Motor Pool Services	992	1,386	(394)	8,924	11,853	(2,929)
<b>Capital Outlays</b>	<b>0</b>	<b>157</b>	<b>(157)</b>	<b>0</b>	<b>6,451</b>	<b>(6,451)</b>
JA Noncapitalized Assets	0	157	(157)	0	6,451	(6,451)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,228,000</b>	<b>1,227,900</b>	<b>100</b>
NZ Other Grants and Benefits	0	0	0	1,228,000	1,227,900	100
<b>Total Dollars</b>	<b>114,505</b>	<b>117,471</b>	<b>(2,966)</b>	<b>2,327,335</b>	<b>2,392,042</b>	<b>(64,707)</b>

### Fund 186- County Arterial Preservation Acct Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,264,677	475,999	394,595	81,404	870,082
Employee Benefits	393,741	144,582	118,832	25,750	274,909

Travel	26,400	10,302	15,957	(5,655)	10,443
Capital Outlays	13,780	0	847	(847)	12,933
Grants, Benefits & Client Services	35,500,000	13,620,751	13,558,017	62,734	21,941,983
Goods and Services	140,402	38,635	38,289	346	102,113
<b>Sum:</b>	<b>37,339,000</b>	<b>14,290,269</b>	<b>14,126,537</b>	<b>163,732</b>	<b>23,212,463</b>

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Salaries and Wages</b>	<b>51,873</b>	<b>43,253</b>	<b>8,620</b>	<b>475,999</b>	<b>394,595</b>	<b>81,404</b>
AA State Classified	51,873	43,253	8,620	475,999	394,595	81,404
<b>Employee Benefits</b>	<b>16,100</b>	<b>13,134</b>	<b>2,966</b>	<b>144,582</b>	<b>118,832</b>	<b>25,750</b>
BA Old Age and Survivors Insurance	3,296	2,597	699	29,550	23,751	5,799
BB Retirement and Pensions	4,992	4,122	870	44,754	37,249	7,505
BC Medical Aid & Industrial Insurance	200	147	53	1,800	1,333	467
BD Health, Life & Disability Insurance	6,756	5,611	1,146	60,804	50,494	10,310
BE Allowances	0	50	(50)	0	450	(450)
BH Hospital Insurance (Medicare)	771	607	164	6,912	5,555	1,357
BK Paid Family and Medical Leave	85	0	85	762	0	762
<b>Goods and Services</b>	<b>3,714</b>	<b>2,982</b>	<b>732</b>	<b>38,635</b>	<b>38,289</b>	<b>346</b>
EA Supplies and Materials	260	221	39	2,340	2,345	(5)
EB Communications/Telecommunications	185	0	185	1,665	61	1,604
EC Utilities	272	364	(92)	2,456	2,489	(33)
ED Rentals and Leases - Land & Buildings	1,528	1,529	(1)	13,759	13,757	2
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0
EF Printing and Reproduction	107	25	82	963	140	823
EG Employee Prof Dev & Training	0	1,062	(1,062)	4,000	4,135	(135)
EH Rental & Leases - Furn & Equipment	39	36	3	745	483	262
EJ Subscriptions	0	0	0	0	0	0
EL Data Processing Services (Interagency)	1,323	0	1,323	11,907	0	11,907
ES Vehicle Maintenance & Operating Cst	0	0	0	800	0	800
EY Software Licenses and Maintenance	0	43	(43)	0	14,745	(14,745)
EZ Other Goods and Services	0	(297)	297	0	132	(132)
<b>Travel</b>	<b>966</b>	<b>1,316</b>	<b>(350)</b>	<b>10,302</b>	<b>15,957</b>	<b>(5,655)</b>
GA In-State Subsistence & Lodging	500	636	(136)	4,500	8,757	(4,257)
GB In-State Air Transportation	0	0	0	0	47	(47)
GC Private Automobile Mileage	133	194	(61)	1,201	1,446	(245)
GD Other Travel Expenses	50	0	50	450	2,119	(1,669)
GF Out-of-State Subsistence & Lodging	0	0	0	1,200	1,904	(704)
GG Out-of-State Air Transportation	0	486	(486)	400	1,684	(1,284)
GN Motor Pool Services	283	0	283	2,551	0	2,551
<b>Capital Outlays</b>	<b>0</b>	<b>45</b>	<b>(45)</b>	<b>0</b>	<b>847</b>	<b>(847)</b>
JA Noncapitalized Assets	0	45	(45)	0	847	(847)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
<b>Grants, Benefits &amp; Client Services</b>	<b>1,027,333</b>	<b>913,158</b>	<b>114,175</b>	<b>13,620,751</b>	<b>13,558,017</b>	<b>62,734</b>
NZ Other Grants and Benefits	1,027,333	913,158	114,175	13,620,751	13,558,017	62,734
<b>Total Dollars</b>	<b>1,099,986</b>	<b>973,888</b>	<b>126,098</b>	<b>14,290,269</b>	<b>14,126,537</b>	<b>163,732</b>

### Fund 26P- Move Ahead WA Account Summary

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	9,333,000	4,666,000	4,666,500	(500)	4,666,500
<b>Sum:</b>	<b>9,333,000</b>	<b>4,666,000</b>	<b>4,666,500</b>	<b>(500)</b>	<b>4,666,500</b>

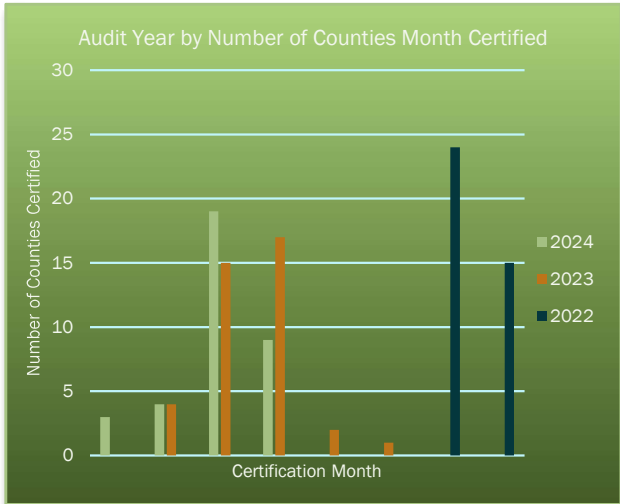
Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,666,000</b>	<b>4,666,500</b>	<b>(500)</b>
NZ Other Grants and Benefits	0	0	0	4,666,000	4,666,500	(500)
<b>Total Dollars</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,666,000</b>	<b>4,666,500</b>	<b>(500)</b>

# Information Services Division Report

Eric Hagenlock, IT Director | April 26<sup>th</sup>, 2024

## Applications

### GIS-Mo



GIS-Mo is underway with the third year of County Road Log certification. Mike Clark (Road Systems Inventory Manager), Cameron Cole (GIS Manager), and Liana Roberson have been successful in stabilizing the GIS-Mo system and refining the road log audit process as evidenced in the month of final county certification.

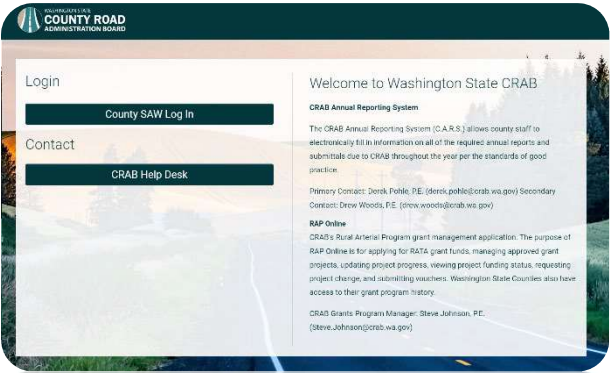
As we continue to improve the GIS-Mo product, we’re also expanding our County Training programs. We’ve been underway with vendor build Learning Management System content. On May 22<sup>nd</sup> we will host an interactive training for twelve county staff at CRAB offices in Olympia.

The counties in attendance will include Clallam, Cowlitz, Island, Jefferson, Kitsap, Klickitat, Mason, Thurston, Wahkiakum, and Whatcom.

### RAP Online

Donna Quach (Software Engineer) and Steve Johnson (Grant Programs Manager) have successfully concluded the first cycle of Preliminary Prospectus for RAP in the new SmartSimple Software-as-a-Service (SaaS) platform. We currently have 106 submitted, pending, and accepted Preliminary Prospectus for CRAB scoring ahead of the Final Prospectus process later this year for the 2025-2027 Biennium funding array.

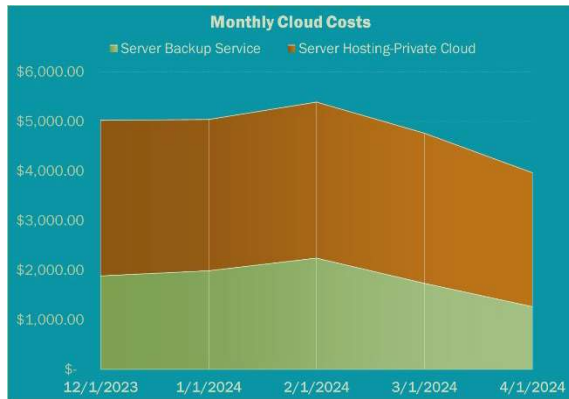
### CRAB Annual Reporting System (CARS)



James Rea (Software Engineer) and Derek Pohle (Support, Training, and Compliance Manager) have concluded the third and final CARS reporting period, April 1<sup>st</sup>, 2024. As with RAP Online, CARS was replaced with a SmartSimple SaaS implementation that was many months of dedicated work between CRAB business owners, technical owners, and various supporting CRAB and vendor staff.

## Systems & Security

### Security Activities



Angela Rice (IT Systems Administrator) and Scott Campbell (IT Security Engineer) collaborated on reducing Cloud computing resources and adjusting backup scheduling to eliminate waste and reduce costs in our IT Cloud infrastructure. After waiting for delayed billing cycles and tracking we're confident we've achieved a reduction in our monthly costs by approximately 21%.



Scott Campbell (IT Security Engineer) and Angela Rice (IT Systems Administrator) participated in the new WaTech Cloud Range Exercises. Cloud Range has partnered with Washington Technology Solutions

(WaTech) to engage in incident response training to enhance the state's cyber readiness and prepare practitioners to detect and remediate threats. As Ransomware incidents have become increasingly prevalent among the nation's state and local government entities and critical infrastructure organizations, this program will strengthen our defense by providing simulation-based experiential training as this is the only way to stay ahead of the growing number and complexity of threats.

## 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 36 projects, 33 active projects, and another 18 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.

