



WASHINGTON STATE

COUNTY ROAD ADMINISTRATION BOARD

CRABoard Meeting

July 25-26, 2024

Port Angeles, Washington

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



May 15, 2024

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

Dear Executive Director Wall,

The Board of Directors of the Washington State Association of Counties (WSAC) is pleased to reappoint the following county representatives to continue serving on the County Road Administration Board

Doug McCormick, Engineer, Snohomish County
Carolina Mejia, Commissioner, Thurston County
Art Swannack, Commissioner, Whitman County

If you have questions about the nomination and appointment process, please contact WSAC Member Experience Manager, Jessica Strozewski, at (360) 489-3018 or jstrozewski@wsac.org

Sincerely,

Eric B. Johnson
Executive Director
Washington State Association of Counties



AGENDA

County Road Administration Board
 July 25 - 26, 2024
 Olympic Lodge - Port Angeles, WA (Clallam County)
 Microsoft Teams Attendance Available

Thursday, July 25, 2024

9:00 AM Call to Order

1	Chair's Report - Commissioner Rob Coffman		Page #'s		
A.	Board Appointments	<table><tr><td>Info</td><td>Enclosure</td></tr></table>	Info	Enclosure	1
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B.	Approve July 25-26, 2024 Agenda	<table><tr><td>Action</td><td>Enclosure</td></tr></table>	Action	Enclosure	2 - 3
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C.	Approve Minutes of April 25-26, 2024 CRABoard Meeting	<table><tr><td>Action</td><td>Enclosure</td></tr></table>	Action	Enclosure	4 - 11
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D.	Elect Chair, Vice Chair, and Second Vice Chair	<table><tr><td>Action</td><td>Enclosure</td></tr></table>	Action	Enclosure	12
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Public Comment Period

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Certifications - Mike Clark

A.

Resolution **2024-005** - Certify the Master Road Log

B.

Resolution **2024-006** - Certify MVFT Allocation Factors

Action	Enclosure
Action	Enclosure

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Rural Arterial Program - Steve Johnson, P.E.

A.

Resolution 2024-007- Apportion RATA Funds to Regions

Action

Enclosure

17

10:00 AM

4	Special Presentation - Berk - Grant Effectiveness Study (1 hour)	<table><tr><td>Info</td><td></td></tr></table>	Info		18
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11:00 AM

5

County Overview & Project Presentations (30 mins each)

Clallam County - Joe Donisi, P.E.

Snohomish County - Doug McCormick, P.E.; Kelly Snyder, MPA

Island County - Ed Sewester, P.E.; Fred Snoderly

Info

Info

Info

19

12:30PM LUNCH (walk across to restaurant)
 Joshua's Restaurant & Lounge (140 Del Guzzi Drive)

2:00 PM

6 IT Division Report - Eric Hagenlock

InfoEnclosure

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Executive Director's Report - Jane Wall

A. Director Updates

B. Staffing Update

Info	Enclosure
Info	

23 - 34

8 Deputy Director - Drew Woods, P.E.

A.	WAC Changes	Info	Enclosure	35 - 40
B.	Engineering Division Report	Info	Enclosure	41 - 80
C.	2023-2025 Current Budget Status	Info	Enclosure	81 - 89
D.	2025-2027 Preliminary Budget Discussion	Info		
E.	County Compliance - Conditional Certificate Update -Derek Pohle	Info	Enclosure	90 - 91

10 **Possible Executive Session**

ADJOURN

6:00PM Dinner at Downriggers On The Water
115 E Railroad Ave, Port Angeles, WA 98362

Friday, July 26, 2024

8:30 AM Gather in Lobby

CLALLAM COUNTY PROJECT SITE VISITS

9:00am Elwa River Bridge
Edgewood Road
Laird Road - recently completed

11:00am Depart for Home

ADJOURN

Chair: _____

Attest: _____

Minutes
County Road Administration Board
April 25-26, 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 2nd Vice Chair
Carolina Mejia, Thurston County Commissioner (4/25 in-person, 4/26 online)
Art Swannack, Whitman County Commissioner
Doug McCormick, PE, Snohomish County Engineer
Peter Browning, Skagit County Commissioner

Members Present: Al French, Spokane County Commissioner
Via Zoom Eric Pierson, PE, Chelan County Engineer

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

Staff Present: Eric Hagenlock, IT Director
Via Zoom Brian Bailey, Design Systems & UAS Programs Manager
Cameron Cole, GIS Manager (4/26 only)
Scott Campbell, IT Security Specialist (4/25 only)

Guests: Geoff Soderquist, PE, Lewis County Engineer (4/25 only)
Josh Metcalf, PE, Lewis County Public Works Director (4/25 only)
Melissa McFadden, PE, Pierce County Engineer (4/25 only)
Jen Tetatzin, PE, Pierce County Public Works Director (4/25 only)
Matt Unzelman, PE, Thurston County Engineer (4/25 only)
Jennifer Walker, Thurston County Public Works Director (4/25 only)
Axel Swanson, WSACE Managing Director (4/25 & 4/26)
John Becker, PE, Grays Harbor County Engineer (4/25 only)
Joe Donisi, PE, Clallam County Engineer (4/25 only)

Guests via Zoom: James Sinks (4/25 & 4/26)

Thursday, April 25, 2024

CALL TO ORDER

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

CHAIR'S REPORT

Approve Agenda for April 25-26, 2024 Meeting

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

Approve Minutes of January 18, 2024 CRABoard Meeting

Commissioner Pollock moved and County Engineer Grant Morgan seconded to approve the minutes of the January 18, 2024 CRABoard meeting. **Motion passed unanimously.**

Public Comment Period

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

COUNTY OVERVIEW & PROJECT PRESENTATIONS

Pierce, Thurston and Lewis counties were each invited to present to the Board an overview of their CRAB funded projects, including any challenges perhaps they're currently facing. Speakers included: Melissa McFadden, PE (Pierce County Engineer), Jen Tetatzin, PE (Pierce County Public Works Director), Jennifer Walker (Thurston County Public Works Director), Matt Unzelman, PE (Thurston County Engineer), Geoff Soderquist, PE. (Lewis County Engineer), and Josh Metcalf, PE (Lewis County Public Works Director).

Chair Coffman called for a 10-min recess @ 2:25pm, and meeting resumed @ 2:40pm.

Compliance Report

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

April 1st, 2024 Submittal Requirements

Annual Certification - CAPP Accomplishments Report, Fish Passage Barrier Removal Cost Report, Traffic Enforcement Expenditures Certification, Marine Navigation and Moorage Certification, Annual Construction Report, Annual Certification for MMS, County Ferry System Report, and 2023 Road Log Updates.

Two counties missed the deadline of April 1st 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.

**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 Local Programs for WSDOT has certified to CRAB that 36 of 39 counties are current and in compliance with National Bridge Inspection Standards (NBIS), but 3 counties are currently out of compliance. See attached letter. Those counties are: Asotin, Grays Harbor, and Pierce, with Pierce being in reasonable compliance for CRAB's purposes.

**Staff recommends to the Board that 35 of the counties receive their Certificate of Good Practice for the calendar year 2023, entitling them to continue to receive their MVFT allocation and, that 4 of the 5 above mentioned counties be issued conditional certificates entitling them to continue to receive their MVFT allocation with the condition that Asotin and Grays Harbor are required to report their progress quarterly towards compliance two weeks before each Board meeting and shall become compliant with NBIS requirements by December 31st, 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.*

Resolution 2024-004 – To Approve Annual Certification

Ms. Wall announced that as required by RCW 36.78.090, the County Road Administration Board must submit to the State Treasurer the annual certification of good practice on behalf of the counties for the calendar year 2023.

Staff have concluded that 35 of 39 counties have demonstrated reasonable and substantial compliance with all applicable laws and the Standards of Good Practice and will be issued Certificates of Good Practice. 4 counties (Asotin, Clallam, Grays Harbor, and Pacific) will be issued Conditional Certificates of Good Practice. Asotin and Grays Harbor will be required to report their progress quarterly and must get into full compliance by December 31, 2024 as explained in Resolution 2023-004. Clallam and Pacific must 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.

Following questions and discussion, Commissioner Swannack moved and Commissioner Mejia seconded to approve Resolution 2024-004, to approve Annual Certification and issue Certificates of Good Practice to all 35 counties, and Conditional Certificates of Good Practice to 4 counties (Asotin, Clallam, Grays Harbor, and Pacific). **Motion carried unanimously.**

Resolution 2024-002 - Apportion RATA Funds to Regions

Steve Johnson presented Resolution 2024-002 - Apportion RATA Funds to Regions, which authorizes the accrued amount of \$7,023,744 made available in the Rural Arterial Trust Account for December 2023, January, February, and March 2024 be apportioned to the regions by the established 2023-25 regional percentages after setting aside \$233,722 for administration.

Commissioner Swannack moved and County Engineer Doug McCormick seconded to approve Resolution 2024-002 - Apportion RATA Funds to Regions. **Motion carried unanimously.**

Grays Harbor County Engineer John Becker shared that they only have 2 bridges left to inspect. After its adoption, Clallam County Engineer Joe Donisi addressed the Board and asked for reconsideration of Clallam being given a Conditional Certificate of Good Practice. After discussion, the Board chose to take the recommendation of CRAB staff to keep as is.

Preliminary Proposals 2025-2027 Biennium

Mr. Johnson reported 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. 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.

Consideration of Available Funds for Allocation

Mr. Johnson reported that 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."

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.

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.

Recommendation

Per Mr. Johnson, 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 2021-2023 RAP Projects and Allocate 90% of Estimated 2023-2025 RATA Revenue

Mr. Johnson presented Resolution 2024-003 to Approve 2023-2025 RAP Projects and Allocate 100% of Estimated 2023-2025 RATA Revenue to the listed projects in the five regions.

Following questions and discussion, Commissioner Mejia moved and Commissioner Pollock seconded to approve Resolution 2024-003 to Approve 2023-2025 RAP Projects and Allocate 100% of Estimated 2023-2025 RATA Revenue. **Motion carried unanimously.**

EXECUTIVE DIRECTOR REPORT

Jane Wall shared the 3 CRABoard positions that are set to expire June 30, 2024 and the letter that will be sent to WSAC asking for appointments to be made prior to then. Ms. Wall also shared that CRAB has opened advertisement for nominations for the County Engineer of the Year and Program/Project Manager of the Year awards to be given out at the WSACE Annual Conference in June 2024. The advertised deadline to submit nominations is April 30, 2024. We have received 3 nominations as of this date for County Engineer of the Year award, but another reminder will be going out next week to hopefully drum up more nominations by early May.

Ms. Wall then provided Legislative and other updates to the CRABoard, including that the two decision packages that were submitted for the 2024 legislative session were fully funded. These include funding legacy software replacements, and a 4-year pilot program for two Federal Fund Facilitators. Unfortunately, the RATA transfer was not refunded as we had requested be reconsidered.

Ms. Wall detailed her activities from the previous quarter, which include:

- 2024 APWA Spring Conference – we had a booth and Ms. Wall presented at a panel.
- 2024 NACE Conference (Palm Springs, CA) – Ms. Wall & Mr. Woods both attended, as well as CRABoard member Doug McCormick.
- Recruitment for the Federal Fund Facilitator positions will go out later this spring. CRAB will be working on a marketing campaign for the new roles so that communities will be aware of this resource.
- Jane and Drew met with Legislative staff this week, and were told a potential transportation revenue package is in the works for 2025.
- Ms. Wall is gearing up for county visits this summer.
- WSACE Annual Conference in June 2024, CRAB staff will be attending and presenting

STRATEGIC PLAN UPDATE

Ms. Wall shared that the Strategic Plan continues to serve as an important tool in the work CRAB is undertaking. It has served as a critical guide to our work. We will be using the next year to continue our work, with the possibility of revisiting and updating the plan in 2025 or 2026.

Request for Informal Opinion from Attorney General's Office

Ms. Wall reported on work that has been undertaken to solicit an informal opinion from the Attorney General's Office. Based on recommendations from the Board in their January 2024 meeting, staff were directed to solicit an opinion from the Attorney General's Office after Asotin County failed to adopt an annual construction program (ACP) for 2024. Upon learning of their mistake, Asotin adopted their ACP on January 8, 2024, with the resolution stating that the adoption was retroactive to January 1, 2024. However, the county board did not take any specific action to the county road budget after adopting the ACP on January 8. They had previously adopted the county road budget on December 11, 2023.

CRAB staff have asked for guidance as to whether Asotin county has a lawful county budget for 2024. We have been notified by the Attorney General's office that we should have an opinion later this spring.

Agenda Change

Due to time constraints, staff will email the Board the Open Public Meeting Act (OPMA) training video and ask that they attest they completed the training.

Chair Coffman called for a recess @ 4:45pm.

Friday, April 26, 2024

CALL TO ORDER

Chair Coffman called the meeting to order at 8:31am.

Public Comment Period

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

ENGINEERING DIVISION REPORT

WAC 136-165-020 Requirements for consideration of RATA fund increases

Mr. Woods shared Washington State Register (WSR) 24-08-008 which adopts an emergency WAC change to WAC 136-165-020. 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 a one-time 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. Emergency WAC changes are only in effect for 120 days from the date of adoption.

Following questions and discussion, Commissioner Pollock moved, and Commissioner Swannack seconded to authorize staff to move forward with the permanent adoption of the emergency change to WAC 136-165-020 through use of the expedited rule making process.
Motion carried unanimously.

County Engineer appointments:

Mr. Woods shared Grays Harbor County appointed John Becker, P.E. as the County Engineer on January 16, 2024. Mr. Becker had been serving as the Interim since July 2023. Cameron Curtis, PE, was appointed as the Kittitas County Engineer effective April 1, 2024.

There are 3 counties (Asotin, Garfield, and Pacific) with current county engineer vacancies, however they do have interim county engineers serving in those roles. Kevin Poole, PE was just hired as the Garfield Interim County Engineer effective April 23, 2024, replacing James Wege.

Road Design Conference:

Mr. Woods shared that the 2024 Road Design Conference was held March 20-22, 2024 at Campbell's Resort in Chelan County and was a great success! 6 counties participated in the Project Design Competition, of which Walla Walla county won for work presented on the Wallula Avenue Roundabout Project.

County Audit Review:

Mr. Woods shared the County Audit Review from the board packet. Only one item involved county road or ER&R. Okanogan county was issued a finding for not checking a contractor's suspension or debarment status prior to awarding a federal aid contract.

Current Budget Status:

Mr. Woods presented the Board with the current budget status report. There is currently a negative variance in operating fund 108 and a positive variance in both the operating funds 102 and 186. Overall, the operating budget has a positive variance of \$123,450.

Special Presentation: Change Management ESRI Upgrade Innovations

GIS Manager Cameron Cole presented to the CRABoard an update on GIS-Mo.

WSACE Managing Director – Axel Swanson

Mr. Swanson reported on activities of the Washington State Association of County Engineers (WSACE), which included:

- The Board and Managing Director will continue to cross reference its strategic plan and legislative priorities documents to guide the Association's direction for the membership. WSACE will continue to work on legislative priorities, meet with agencies regarding regulatory challenges, and finalize plans for the 2024 Annual Conference.
- The Annual Conference is set to take place June 24-27th in Adams County and they're working on delivering a great agenda packed with educational content and enjoyable opportunities for members to network with colleagues from around the state.
- The Managing Director continues to work on research, outreach, and contract preparation for WSACE studies and projects. These projects include the inventory of county-owned fish passage barriers, updating the County Road Administration Board's data dashboard, developing guidance for county Public Works Departments conducting

environmental justice assessments and forming community engagement plans, identifying best practices within public works for the recruitment and retention of employees, and updating the 2020 County Transportation Revenue Study.

- WSACE Board/Managing Director Activities
 - In late March, for the first time, the Board met jointly in Hood River with the Oregon Association of County Engineers and Surveyors. The meeting was a lot of fun and a great success in both sharing information and identifying areas that both associations can partner and coordinate efforts moving forward.
 - The Board just completed the West side meeting, and the East side meeting is next week.

IT DIVISION REPORT

Mr. Hagenlock shared a PowerPoint presentation to the Board which highlighted some of the key metrics and accomplishments of his IT Team, which included:

- GIS-Mo 3rd Road Log Audit was completed as of April 2024, which is a significant improvement over previous years.
- CARS and RAP Online legacy modernization complete with SmartSimple implementation project in Go-Live.
- CRAB IT Systems & Security participation in the new WaTech Cloud Range exercise, a real-world, collaborative, and interactive cybersecurity incidence response program to protect from Ransomware and other cyber threats.

Special Presentation: Grant Effectiveness Study Update

Deputy Director Drew Woods presented to the CRABoard an update on the Grant Effectiveness Study.

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

Chair Coffman adjourned the meeting at 10:44 am.

Chair

Attest



Current Officers (2023-2024)

Chair

Commissioner Rob Coffman
(Lincoln County)



Vice Chair

County Engineer Grant Morgan
(Columbia County)



Second Vice Chair

Commissioner Lindsey Pollock
(Lewis County)



Proposed New Officers (2024 – 2025)

Chair

TBD

Vice Chair

TBD

Second Vice Chair

TBD

RESOLUTION 2024-005

**CERTIFYING THE MASTER COUNTY ROAD LOG
AS OF JANUARY 1, 2024**

WHEREAS, Chapter 120, Laws of 1985, Regular Session, Section 1 (2) and WAC 136-60, as originally adopted by the County Road Administration Board on November 12, 1986, and last revised on March 07, 2022, provides for the maintenance and updating of the County Road Log; and

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

WHEREAS, all 39 counties have submitted their County Road Log updates, which substantially reflect their road systems as of January 1, 2024; and

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

NOW, THEREFORE, BE IT RESOLVED that the master County Road Log for all counties reflecting the county road system as of January 1, 2024 be certified as the provisional official County Road Log, and

Adopted by the CRABoard on July 25, 2024 during its regular meeting held in Port Angeles, Washington.

Chair

Attest

RESOLUTION 2024-006

**REGARDING ROADWAY CATEGORIES AND UNIT COSTS
FOR THE 2024 AND 2025 COUNTY FUEL TAX DISTRIBUTION
(Revenue forecast based upon 2024 Legislative action)**

- WHEREAS, RCW 46.68.124(2) makes the CRABoard responsible for (1) establishing a uniform system of roadway categories for both maintenance and construction, (2) establishing a single state-wide cost per mile for each roadway category, and (3) verifying and approving all changes, corrections, and deletions to the County Road Log; and
- WHEREAS, the roadway categories established by the Secretary of Transportation in 1983 with the advice and assistance of the CRABoard and in cooperation with the Washington State Association of County Engineers were reaffirmed by the CRABoard for the 2002-2003 update on July 19, 2001, and are included here as Attachment A; and
- WHEREAS, the roadway category mileages are derived from the County Road Log as maintained and approved by the CRABoard of each odd-numbered year; and
- WHEREAS, each of the 39 counties have submitted updates to their County Road Log, and the CRABoard has certified the official County Road Log as of January 1, 2024 by Resolution 2024-005 Adopted July 25, 2024; and
- WHEREAS, based on the updated county Road Log, staff has calculated the single statewide unit costs for both maintenance and reconstruction for each roadway category based on the costs contained within the Road Jurisdiction Study; Phase II, completed in 1988 and updated biennially thereafter by application of the Implicit Price Deflator provided by WSDOT.

NOW, THEREFORE, BE IT RESOLVED that for purposes of determining each county's fuel tax distribution factor for calendar year 2024 and 2025:

1. That the roadway categories and associated unit costs as shown in Attachment A for computing maintenance and reconstruction costs within the statutory fuel tax allocation formula be used; and
2. That the roadway category mileages for each county derived from the County Road Log certified as of January 1, 2024, as shown in Attachment A shall be used for the computation of the fuel tax allocation factors.

Adopted by the CRABoard on July 25, 2024, during its regular meeting held in Port Angeles, Washington.

Chair

Attest

Attachment A
CRABoard Resolution 2024-006 - July 25, 2024

**MAINTENANCE AND RECONSTRUCTION CATEGORIES AND UNIT COSTS
FOR 2024-2025 COUNTY FUEL TAX ALLOCATIONS**

Categories from 1983 Cost Factor Study, for Roadlog Certified 1/1/2024
Costs are in 1988 dollars, based on Road Jurisdiction Study cost factors
Maintenance and Reconstruction Cost Adjustments from WSDOT RF2306, Implicit Price Deflator - 1.72863%

MAINTENANCE PER CENTERLINE MILE

Maintenance Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars Unit Cost (\$/Mile)	2023 Dollars Unit Cost (\$/Mile)
M - 1	R	All	Unimproved	All	737	1,274
M - 2	R	All	Graded	All	1,546	2,672
M - 3	R	Access	Gravel	All	5,664	9,791
M - 4	R	Arterial	Gravel	All	7,753	13,402
M - 5	R	Access	BST	All	8,681	15,006
M - 6	R	Arterial	BST	All	10,492	18,137
M - 7	R	Access	Paved	All	11,399	19,705
M - 8	R	Arterial	Paved	All	14,406	24,903
M - 9	U	Access	BST & Less	All	9,581	16,562
M - 10	U	Arterial	BST & Less	All	21,570	37,287
M - 11	U	Access	Paved	All	12,933	22,356
M - 12	U	Arterial	Paved	< 5,000	28,989	50,111
M - 13	U	Arterial	Paved	5,000 +	51,103	88,338

RECONSTRUCTION \ REPLACEMENT PER CENTERLINE MILE

Replacement Category	Rural/ Urban	Function Class	Surface Type	Traffic Volume	1988 Dollars Unit Cost (\$/Mile)	2023 Dollars Unit Cost (\$/Mile)
R - 1	R	Access	Unpaved	All	239,766	414,467
R - 2	R	Access	BST	All	278,368	481,195
R - 3	R	Access	Paved	All	278,526	481,468
R - 4	R	Min Coll	BST & Less	All	402,577	695,907
R - 5	R	Min Coll	Paved	All	392,985	679,325
R - 6	R	Arterial	BST & Less	All	385,983	667,222
R - 7	R	Arterial	Paved	All	364,100	629,394
R - 8	U	Access	BST & Less	All	618,582	1,069,299
R - 9	U	Access	Paved	All	621,640	1,074,585
R - 10	U	Collector	BST & Less	All	667,000	1,152,996
R - 11	U	Collector	Paved	All	671,897	1,161,461
R - 12	U	Min Art	BST & Less	All	893,918	1,545,253
R - 13	U	Min Art	Paved	All	927,474	1,603,259
R - 14	U	Arterial	BST & Less	All	1,346,095	2,326,900
R - 15	U	Arterial	Paved	All	1,577,968	2,727,722

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

**ESTIMATED 2025 REVENUES
MOTOR VEHICLE FUEL TAX**

June Revenue Forecast **Calendar Year
\$136,293,742**

County Road Log Certified January 1, 2024

2025 Calendar Year Allocation

County	Percent	Revenue
Adams	2.9406	\$4,007,854
Asotin	1.0637	\$1,449,757
Benton	2.2786	\$3,105,589
Chelan	1.5079	\$2,055,173
Clallam	1.4543	\$1,982,120
Clark	4.3862	\$5,978,116
Columbia	1.0181	\$1,387,607
Cowlitz	1.4967	\$2,039,908
Douglas	2.6286	\$3,582,617
Ferry	1.2298	\$1,676,140
Franklin	2.0027	\$2,729,555
Garfield	0.9148	\$1,246,815
Grant	4.5604	\$6,215,540
Grays Harbor	1.6460	\$2,243,395
Island	1.5767	\$2,148,943
Jefferson	0.9950	\$1,356,123
King	7.9396	\$10,821,178
Kitsap	3.5600	\$4,852,057
Kittitas	1.3543	\$1,845,826
Klickitat	1.8833	\$2,566,820
Lewis	2.2803	\$3,107,906
Lincoln	3.0263	\$4,124,658
Mason	1.5658	\$2,134,087
Okanogan	2.3458	\$3,197,179
Pacific	0.9504	\$1,295,336
Pend Oreille	1.1445	\$1,559,882
Pierce	7.7587	\$10,574,623
San Juan	0.5982	\$815,309
Skagit	2.2090	\$3,010,729
Skamania	0.6247	\$851,427
Snohomish	6.3146	\$8,606,405
Spokane	5.9994	\$8,176,807
Stevens	2.6259	\$3,578,937
Thurston	3.5457	\$4,832,567
Wahkiakum	0.6207	\$845,975
Walla Walla	2.0198	\$2,752,861
Whatcom	2.8601	\$3,898,137
Whitman	2.9563	\$4,029,252
Yakima	4.1165	\$5,610,532
TOTAL	100.0000	\$136,293,742

RESOLUTION 2024-007
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 \$5,071,961 made available in the RATA in **April, May, and June 2024** be apportioned to the regions by their 2023-2025 biennium percentages after setting aside \$265,747 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.		265,747	800,995	15,314,272	16,115,267
NORTHEAST	43.67%	2,098,874	10,369,597	290,597,303	300,966,900
NORTHWEST	10.92%	524,839	2,592,993	76,511,853	79,104,846
PUGET SOUND	6.91%	332,109	1,640,804	48,325,807	49,966,612
SOUTHEAST	23.62%	1,135,228	5,608,653	159,538,758	165,147,411
SOUTHWEST	14.88%	715,165	3,533,309	101,121,602	104,654,911
TOTAL	100.00%	5,071,961	24,546,351	691,409,596	715,955,947

Adopted by the CRABoard on July 25, 2024

Chair's Signature

ATTEST



SPECIAL PRESENTATION:



Grant Effectiveness Study



COUNTY PRESENTATIONS

Clallam County

- **Joe Donisi, PE** (*County Engineer*)

Snohomish County

- **Doug McCormick, PE** (*County Engineer*)
- **Kelly Snyder, MPA** (*Public Works Director*)

Island County

- **Ed Sewester, PE** (*County Engineer*)
- **Fred Snoderly** (*Public Works Director*)

Information Services Division Report

Eric Hagenlock, IT Director | July 25th, 2024

Applications

PAVER™

Mike Clark (Road Systems Inventory Manager) has been working with counties for years on a proposed change from Pavement Structural Condition (PSC) to Pavement Condition Index (PCI). However, a major barrier to making this change has been our legacy in-house developed software, VisRate.



To address this, CRAB presented a proposal to procure PAVERTM for all 39 counties, a proven, low cost and low risk technology developed originally for Department of Defense and now offered by Colorado State University. CRAB submitted a competitive grant application through the Innovation and Modernization Fund (IMF) governed by the Technology Services Board (TSB). The newly created program allows state agencies to address emergent legacy-systems issues or adopt innovative technology to meet critical business needs.

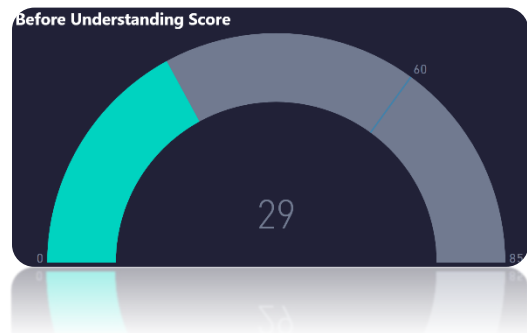
We are pleased the TSB recognized the multiple benefits this solution would provide to all taxpayers and transportation system users in the state. We were the #1 of 10 recommended projects and **received a \$50,000 grant that will allow us to purchase one PAVERTM license for each county as well as consultant support hours** for our agency's implementation process. In the future, these services will guide integration with GIS-Mo and provide our staff with training and support for PAVERTM.

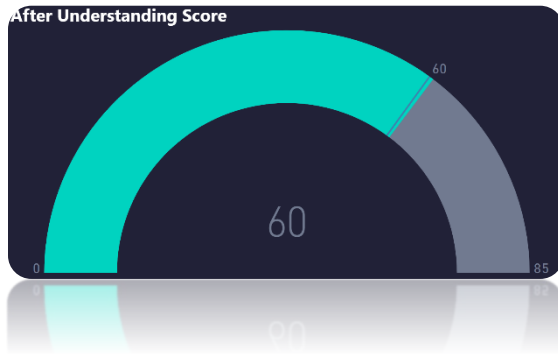
GIS-Mo

Training

This past quarter Mike Clark, Cameron Cole (GIS Manager) and Eric Hagenlock successfully delivered two first of their kind in-person GIS-Mo Trainings. These trainings were held in Olympia, WA at the CRAB Offices this past May 2024. GIS Fundamentals and GIS-Mo Reporting Fundamentals were each four hours of comprehensive training to enrich the understanding of those who attended. **Counties in attendance included Clallam, Cowlitz, Island, Jefferson, Kitsap, Klickitat, Mason, Thurston, Wahkiakum, and Whatcom.**

The participants were asked to rate their understanding of material before they attended these new training courses on 1 (least understanding) of 5 (most understanding) scale. The aggregate score of understanding was 1.7 of 5 before training. Although low, this score highlights the need for expanding our training efforts and building a community of self-sufficient users to reach product maturity.





We asked attendees to score their understanding after training and found a significant increase from before, with **aggregate score of understanding increasing to 3.5 of 5!** More than doubled the before score.

Both new training courses will be offered virtually to expand our reach. We are also underway with planning an Eastern WA in-person training to reach our counties on the east side.

System Upgrade

Currently Cameron Cole, Liana Roberson (GIS Specialist), and Angela Rice (IT Systems Administrator) are working collaboratively on the largest change to GIS-Mo since it's initial implementation in 2021. These changes span our core GIS technology, database platform, and end-user application versions. Although complex, these changes should **greatly improve overall stability and functionality of the GIS-Mo system.**

RAP Online

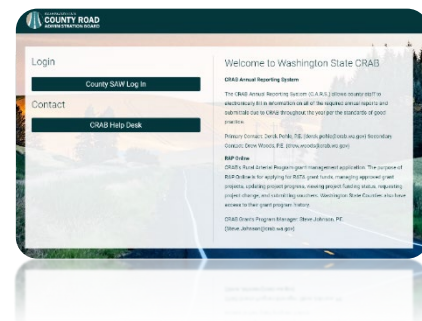
Donna Quach (Software Engineer) and Steve Johnson (Grant Programs Manager) are underway with final preparations of RAP Final Prospectus implementation in our newly acquired SmartSimple Software-as-a-Service (SaaS) platform. **These Final Prospectuses will be placed on the 2025-2027 Biennium funding array according to regional scoring worksheets and presented for Board action to allocate the approximately \$70 million of fuel tax revenues via the Rural Arterial Trust Account.**

CRAB Annual Reporting System (CARS)

Following successful completion of all three standards of good practice reporting periods through our new CARS SmartSimple SaaS solution, James Rea (Software Engineer) and Derek Pohle (Support, Training, and Compliance Manager) have embarked on iterative improvements for the second round of annual reporting.

Enhancements include streamlining signatures, importing county data, and improving the print layout of several reports.

These improvements will be ready for the opening of December 2024 CARS reporting after all calculations have been updated later this summer.



Systems & Security

Security Activities

Incident Management Notifications



Scott Campbell implemented a **web portal for notifying CRAB IT customers of service issues** as part of our customer-first strategy and incident management process. This portal is integrated with our help desk ticket form at <https://www.crab.wa.gov/form/helpdesk-form>. Here our customers will be notified of known issues, whether planned or unplanned, and when the issue is resolved.

Single Sign-On



Scott Campbell has been working with CRAB technical owners, vendors, and WaTech to complete SSO waiver requirements since December 2023. **10 of 11 systems have been completed**, with only Pinnacle Learning Management System remaining. Pinnacle has approved Security Design Review and only awaits scheduling downtime to make SSO changes.

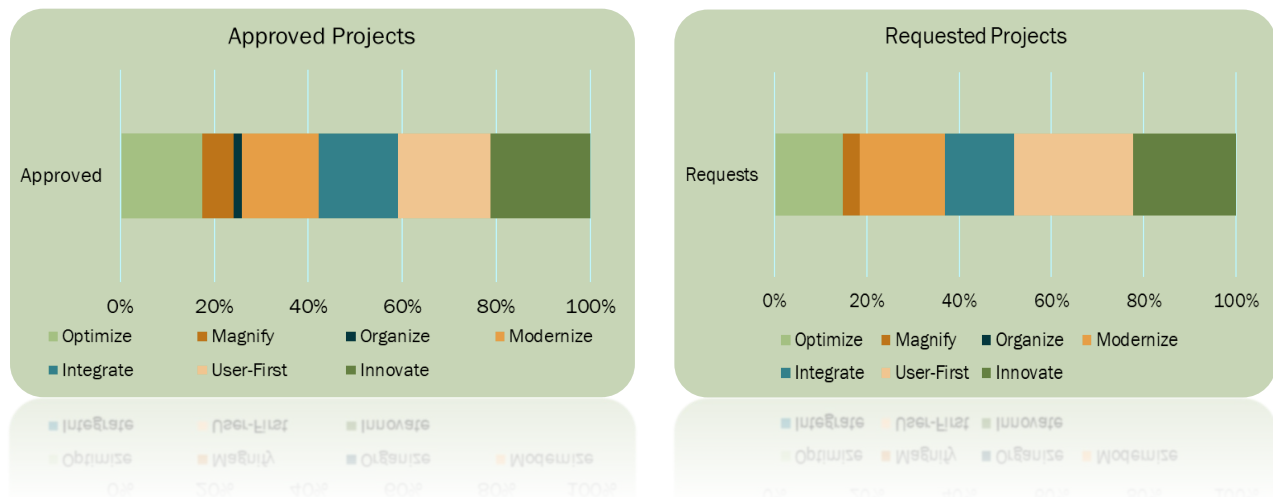
IT Security Audit

Scott Campbell is currently engaged with the Transportation Improvement Board to perform our **triannual independent security audit as required by WaTech Policy IT-SEC-09: IT Security Audit and Accountability Policy**. Completion of our audit will be documented and submitted to State Chief Information Security Officer.

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 40 projects, 32 active projects, and another 12 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.





Doug McCormick • 1st

Deputy Director/County Engineer at Snohomish County Public Works

1w • 🌐



I had a fun night being honored by the County Road Administration Board and also Scott Yaeger, PE, Adams County and the outgoing President of the Washington State Association of County Engineers as he also awarded me the President's Award as well at our annual meeting last week. I feel so honored to be part of this professional group of men and women!



Washington State County Road Administration Board

89 followers

1w • 🌐

Congratulations to [Doug McCormick](#), PE of [Snohomish County, WA](#) for his outstanding performance in engineering expertise, leadership, community engagement and industry involvement!

Read the full article here: <https://lnkd.in/giCb-ujv>



👤 with Doug McCormick and 1 other



You and 116 others

33 comments



Washington State County Road Administration Board

89 followers

21h • 🌐

Congratulations to [Paul Nettleton](#) of [Kitsap County](#) for his outstanding performance, public service, and contributions toward a program that make a difference in our communities across the state! ...more



Mitch Netzer, MBA and 8 others

7 comments • 2 reposts



Like



Comment



Repost



Save



Comment as Washington State County Road Administration Board...



Most relevant ▾



Paul Nettleton (He/Him) • 1st

13h ...

Pavement Asset Manager at Kitsap County

County Road Administration Board

I want to express my profound gratitude for being honored with the 2024 Program Manager of the Year Award from CRAB. This recognition is deeply meaningful and serves as a testament of demonstrated dedication, unwavering commitment that I steadfastly strive to serve into the missions' work.

I am incredibly thankful to the Board for acknowledging the efforts and successes of our program. I am privileged to serve a strong leadership team and work in partnership with a multitude of teams, who's valued support, and collaboration have been instrumental in reaching our goals.

Receiving this award reaffirms the initiatives put forth that align with our mission as public servant leaders, all the while continually managing the Roadway Asset Infrastructure and associated Critical services that benefit our community. I am proud to always be an ambassador of the Public Works community and to contribute with integrity, our shared mission.

Thank you once again for this recognition. It is an honor that I cherish deeply and would be remiss if I did not acknowledge the other honorable nominees for this award, whom – also strive for professional excellence.



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

Jane

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

1. Facilitate Legislative Communications

Staff will be having discussions to inform several initiatives, including the annual report, conferences and session update articles; next messaging planning will happen during summer 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. Summer dates scheduled for interim leg meetings in districts.

3. Leverage Opportunities to Increase Partnerships

Activities include FGTS workgroup; Road log work; Traffic Safety Commission partnerships; Researching standardizing platforms and geoportals with WSDOT; Exploring TIB GIS coordination

B

Drew

Increase visibility and physical presence of CRAB with local agencies and tribes

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. Completing 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

GIS-Mo Forum has featured county staff presentations in both June & July 2024 and the audience reaction has been overwhelmingly positive. Staff to discuss possible NACE presentations.

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 was 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

Contract signed for registration management; sponsor outreach commenced. Chelan under contract 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.

4. Implement federal fund facilitation pilot program for FY 2025-2028

Anticipate advertising program manager position in 2024

C

Jane

Position CRAB for funding opportunities internally and externally

1. Expand Data Reporting Infrastructure

CRAB implemented a county expenditure report in CARS for the April 1st reporting period for more data quality and timely reporting for these financial reports. First draft of dashboard underway.

2. Increase Engagement in Road Use Charge (RUC) Discussions

CRAB will engage on ongoing RUC efforts and plans to fold revenue recommendations into our messaging and legislative recommendations. JW in conversations with allies to preempt any legislation that would reduce EV fee to CRAB, as well as conversations around alternatives and/or additions to a RUC, including general fund transfers, a package delivery fee, etc.

3. Research and Explore Non-Legislated Funding Opportunities and Revenue Sources

CRAB has seen success leveraging opportunities with WSAC and the WA Traffic Safety Commission. We are exploring other opportunities for Pinnacle LMS content and successfully secured funding from the WaTech Innovation Fund for PAVER

D

Jacque

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 Tool Below)

(Broken Out by Tool Below)

a. Emma Listserv

Monthly newsletter for audience of 1400, currently building templates, subscriptions & web tools for various agency uses.

b. CRAB Website

Individual content updates are underway for 2024 with a significant update to Information Services pages in July 2024.

c. Annual Report

2023 was published in Jan in a digital only format; the Road Almanac in Feb. The work on 2024 annual report will begin in August and the Road Almanac will be published July 2025.

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 and work is underway for the next data story focusing on CRAB grant programs. CRAB continues its presence at APWA and IT Forum conferences.

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



June 12, 2024

Office of the Washington State Auditor
3200 Capitol Blvd
P.O. Box 40031
Olympia, WA 98504-0031

To the Office of the Washington State Auditor:

We are providing this letter in connection with your accountability audit of the County Road Administration Board (CRAB) for the period from July 1, 2019, through June 30, 2023. Representations are in relation to matters existing during or subsequent to the audit period up to the date of this letter.

Certain representations in this letter are described as being limited to matters that are significant. Information is considered significant if it is probable that it would change or influence the judgment of a reasonable person.


We confirm the following representations made to you during your accountability audit, to the best of our knowledge and belief, and based on appropriate inquiries to support them. If we subsequently discover information that would change our representations related to this period, we will notify you in a timely manner.

General Representations:

1. We have provided you with unrestricted access to people you wished to speak with and made available all requested and relevant information of which we are aware, including:
 - a. Financial records and related data.
 - b. Minutes of the meetings of the governing body or summaries of actions of recent meetings for which minutes have not yet been prepared.
 - c. Internal audits performed pursuant to the State Agency Accounting Manual (SAAM) or other internal or external audits, examinations, investigations or studies that might concern the objectives of your audit, and the corrective action taken to address their significant findings and recommendations.
 - d. Communications from regulatory agencies, government representatives or others concerning possible noncompliance, deficiencies in internal control or other matters that might concern the objectives of your audit.
 - e. Results of our internal assessment of business risks and risks related to financial records and related data, compliance and fraud, as determined under SAAM section 20.20.

(cont'd)

2. We acknowledge our responsibility for compliance with requirements related to confidentiality of certain information. We have notified you when an Agency Data Sharing/Safeguarding Agreement or special handling may be necessary between our agencies to help clarify expectations of both parties to secure and protect private information in records provided for audit.
3. We acknowledge our responsibility for compliance with applicable laws, regulations, contracts and grant agreements in the areas covered by your audit.
4. We have complied with all significant aspects of laws, regulations, contracts and grant agreements in the areas covered by your audit.
5. We acknowledge our responsibility under SAAM section 20.10 for establishing and maintaining effective internal controls over compliance with applicable laws and regulations and safeguarding of public resources, including controls to prevent and detect fraud, in the areas covered by your audit.
6. We have established adequate internal controls to provide reasonable assurance of achieving the objective of safeguarding public resources and compliance with applicable laws and regulations in the areas covered by your audit.
7. We have no knowledge of known or suspected loss of public funds or assets or other illegal activity, or allegations of fraud or suspected fraud involving management or employees.
8. All significant events and transactions have been properly recorded in the financial records of the County Road Administration Board.



Jane Wall
Executive Director

Rob Coffman
Chair of Commissioners



Office of the Washington State Auditor
Pat McCarthy

Preliminary Draft - Please do not duplicate, distribute, or disclose.

Accountability Audit Report

County Road Administration Board

For the period July 1, 2019 through June 30, 2023

Published (Inserted by OS)

Report No. 1035056



Scan to see another great way
we're helping advance
#GoodGovernment



Office of the Washington State Auditor Pat McCarthy

Issue Date – (Inserted by OS)

Jane Wall
Executive Director
County Road Administration Board
Olympia, Washington

Report on Accountability

Thank you for the opportunity to work with you to promote accountability, integrity and openness in government. The Office of the Washington State Auditor takes seriously our role of providing state and local governments with assurance and accountability as the independent auditor of public accounts. In this way, we strive to help government work better, cost less, deliver higher value and earn greater public trust.

Independent audits provide essential accountability and transparency for Board operations. This information is valuable to management, the governing body and public stakeholders when assessing the government's stewardship of public resources.

Attached is our independent audit report on the Board's compliance with applicable requirements and safeguarding of public resources for the areas we examined. We appreciate the opportunity to work with your staff and value your cooperation during the audit.

Sincerely,

Pat McCarthy, State Auditor
Olympia, WA

Americans with Disabilities

In accordance with the Americans with Disabilities Act, we will make this document available in alternative formats. For more information, please contact our Office at (564) 999-0950, TDD Relay at (800) 833-6388, or email our webmaster at webmaster@sao.wa.gov.

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AUDIT RESULTS

Results in brief

This report describes the overall results and conclusions for the areas we examined. In those selected areas, Board operations complied, in all material respects, with applicable state laws, regulations, and its own policies, and provided adequate controls over the safeguarding of public resources.

In keeping with general auditing practices, we do not examine every transaction, activity, policy, internal control, or area. As a result, no information is provided on the areas that were not examined.

About the audit

This report contains the results of our independent accountability audit of the County Road Administration Board from July 1, 2019 through June 30, 2023.

Management is responsible for ensuring compliance and adequate safeguarding of public resources from fraud, loss or abuse. This includes the design, implementation and maintenance of internal controls relevant to these objectives.

This audit was conducted under the authority of RCW 43.09.310, which requires the Office of the Washington State Auditor to examine the financial affairs of all state agencies. Our audit involved obtaining evidence about the Board's use of public resources, compliance with state laws and regulations and its own policies and procedures, and internal controls over such matters. The procedures performed were based on our assessment of risks in the areas we examined.

Based on our risk assessment for the years ended June 30, 2023, 2022, 2021 and 2020, the areas examined were those representing the highest risk of fraud, loss, abuse, or noncompliance. We examined the following areas during this audit period:

- Emergency Loan Program
- Compliance with grants
- Payroll – gross pay and leave cashouts
- Accounts payable – credit card and travel expenditures
- Motor Vehicle Fuel Tax – collection and disbursement

RELATED REPORTS

Financial

We perform an annual audit of the statewide basic financial statements, as required by state law (RCW 43.09.310). Our opinion on these financial statements is included in the Annual Comprehensive Financial Report (ACFR). The ACFR reflects the financial activities of all funds, organizations, agencies, departments and offices that are part of the state's reporting entity. The results of that audit are published in a report issued by the Office of Financial Management in December of each year and can be found at www.ofm.wa.gov.

Federal programs

In accordance with the Single Audit Act, we annually audit major federal programs administered by the state of Washington. Rather than perform a single audit of each agency, we audit the state as a whole. The results of that audit are published in a report issued by the Office of Financial Management in March of each year.

INFORMATION ABOUT THE BOARD

The County Road Administration Board was created by the Legislature in 1965 to provide statutory oversight of Washington’s 39 county road departments. The Board is funded by a share of the counties portion of the state fuel tax.

The Board has a staff of 17 and is governed by a nine-member Board consisting of six county commissioners and three county engineers representing various sizes of counties across the state. The Board is appointed by the Board of Directors of the Washington State Association of Counties.

The mission of the Board is to ensure the success and accountability of all Washington county road departments. Our vision is to be recognized as a national leader in trusted, effective, visionary transportation administration. The Board has an annual budget of approximately \$54 million.

Contact information related to this report	
Address:	County Road Administration Board 2404 Chandler Court S.W. Olympia, WA 98504
Contact:	Jason Bergquist, Executive Assistant
Telephone:	(360) 350-6077
Website:	www.crab.wa.gov

Information current as of report publish date.

Audit history

You can find current and past audit reports for the County Road Administration Board at <http://portal.sao.wa.gov/ReportSearch>.

ABOUT THE STATE AUDITOR'S OFFICE

The State Auditor's Office is established in the Washington State Constitution and is part of the executive branch of state government. The State Auditor is elected by the people of Washington and serves four-year terms.

We work with state agencies, local governments and the public to achieve our vision of increasing trust in government by helping governments work better and deliver higher value.

In fulfilling our mission to provide citizens with independent and transparent examinations of how state and local governments use public funds, we hold ourselves to those same standards by continually improving our audit quality and operational efficiency, and by developing highly engaged and committed employees.

As an agency, the State Auditor's Office has the independence necessary to objectively perform audits, attestation engagements and investigations. Our work is designed to comply with professional standards as well as to satisfy the requirements of federal, state and local laws. The Office also has an extensive quality control program and undergoes regular external peer review to ensure our work meets the highest possible standards of accuracy, objectivity and clarity.

Our audits look at financial information and compliance with federal, state and local laws for all local governments, including schools, and all state agencies, including institutions of higher education. In addition, we conduct performance audits and cybersecurity audits of state agencies and local governments, as well as state whistleblower, fraud and citizen hotline investigations.

The results of our work are available to everyone through the more than 2,000 reports we publish each year on our website, www.sao.wa.gov. Additionally, we share regular news and other information via an email subscription service and social media channels.

We take our role as partners in accountability seriously. The Office provides training and technical assistance to governments both directly and through partnerships with other governmental support organizations.

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Other ways to stay in touch

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(564) 999-0950
- Toll-free Citizen Hotline:
(866) 902-3900
- Email:
webmaster@sao.wa.gov

WAC 136-60-040 Validation of annual updates. All control field updates will be subject to review, approval and acceptance (i.e., "validation") by the county road administration board. This process will involve reviewing the submitted documentation and conducting spot-checks as may be necessary. All such updates which are reviewed, approved and accepted by July 1st of each year will be entered into the master county road log. Non-control field updates will be entered into the master county road log file without review. The master county road log as of July 1st of each year will be utilized by the county road administration board for general informational purposes and:

(1) On each odd-numbered year, for computation of motor vehicle fuel tax allocations to the counties;

(2) Annually, for the computation of county arterial preservation program allocations to the counties; and

(3) On each odd-numbered year, for computation of rural arterial program allocations to the rural arterial program regions.

(4) For submittal of freight and goods route information to be included in required federal and state freight planning reports and studies.

[Statutory Authority: Chapter 36.79 RCW. WSR 03-05-009, § 136-60-040, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-60-040, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 86-23-050 (Order 64-P), § 136-60-040, filed 11/19/86.]

WAC 136-60-050 Validation requirements for control fields.

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

Function class - Notice of FHWA approval from WSDOT.

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

Responsible agency - The responsible agency is the legislative authority of the appropriate governmental agency with the authority to make the decision required for the action,

or the state or federal government person authorized to approve changes.

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

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

Traffic volume - Statement signed by county engineer with list of segments affected by change in traffic volume above or below 5,000 average daily traffic. If the AADT is over 5,000, the county shall also submit the traffic study used to determine the AADT.

Freight and Goods - Statement signed by county engineer with list of segments above 4,000,000 tons of freight annually and the traffic study used to determine the annual tons of freight exceed 4,000,000 tons.

All changes to a control field will be ~~located on~~
~~appropriate map(s)~~ updated in the approved GIS data set layer
with sufficient detail to identify the location of each change.
~~All map(s)~~ This GIS layer will then be forwarded annually to
WSDOT for the new Federal Requirements for Highway Performance
Monitoring System (HPMS) and Model Inventory Roadway Elements-
Fundamental Data Elements (MIRE FDE). ~~furnished in support of~~
~~control field changes will be forwarded by the county road~~
~~administration board to WSDOT for future reference and use.~~

[Statutory Authority: Chapter 36.78 RCW. WSR 22-05-015, § 136-60-050, filed 2/4/22, effective 3/7/22; WSR 14-17-035, § 136-60-050, filed 8/13/14, effective 9/13/14. Statutory Authority: Chapter 36.79 RCW. WSR 03-05-009, § 136-60-050, filed 2/7/03, effective 3/10/03; WSR 99-01-021, § 136-60-050, filed 12/7/98, effective 1/7/99. Statutory Authority: Chapter 36.78 RCW. WSR 86-23-050 (Order 64-P), § 136-60-050, filed 11/19/86.]

WAC 136-60-060 Traffic Study Update Frequency. Any
traffic study used to validate that a segment has an AADT over
5,000 or has more than 4,000,000 tons of freight annually shall
be updated by December 31, 2025. After December 31, 2025,
traffic studies for AADT over 5,000 validation shall be updated
a minimum of every 2 years and a minimum of every 4 years for
annual freight tonnage more than 4,000,000 tons.

WAC 136-161-040 RAP program cycle—Field review by county road administration board. After all preliminary prospectuses are received, the county road administration board will schedule and conduct an on-site field review of each project. During the field review, conducted jointly with the county engineer or his/her designee (unless waived by the county engineer), the assigned county road administration board staff person will review the overall project scope with the county representative and, using that region's priority rating process, determine the rating score of all priority elements which are based on a visual examination. To ensure both uniformity and professional judgment in the visual ratings, the assigned county road administration board staff person shall be assigned by the deputy director, and be a licensed professional civil engineer in the state of Washington or have significant experience in the design of road and bridge projects, and the same person shall review and rate all projects within a region. All field reviews will be completed, each project's type will be set, and the visual rating scores returned to each submitting county, by July 1st of each even-numbered year prior to a funding period.

[Statutory Authority: Chapter 36.78 RCW. WSR 21-22-083, § 136-161-040, filed 11/1/21, effective 12/2/21. Statutory Authority: Chapter 36.79 RCW. WSR 01-05-009, § 136-161-040, filed 2/8/01, effective 3/11/01; WSR 99-01-021, § 136-161-040, filed 12/7/98, effective 1/7/99. Statutory Authority: RCW 36.79.060. WSR 94-16-111, § 136-161-040, filed 8/2/94, effective 9/2/94.]

Engineering Division Board Report

July 2024 Meeting

Report Period: April 19 to July 19, 2024

Engineering Staff Highlights:

Deputy Director – Drew Woods, P.E.

This quarter had several regional and statewide meetings along with two county engineer training sessions in Olympia. I attended the WSACE Eastern and Western District meetings. Although geographically diverse, both regions are dealing with the same issues: Employee recruitment and retention, permitting delays, the impact of 6PPD-q on projects, and the continued impact of inflation and stagnant revenues. What is 6PPD-q you ask – It is a chemical added to tires to increase the durability of tires. Unfortunately this chemical is lethal to coho salmon. Counties are having to adjust how they treat stormwater from their roads to minimize the impact of 6PPD-q on the environment. The Department of Ecology has a [website](#) explaining the issue.

At the WSACE annual conference in Ritzville, CRAB presented Doug McCormick from Snohomish County with the County Engineer of the Year award. Doug also received the President's award from the outgoing President Scott Yeager. We also traveled to Port Orchard in July to present the Program Manager of the Year award to Paul Nettleton from Kitsap County. Paul was recognized for the exceptional work he does managing the pavement management program at Kitsap county and for being one of the State leaders in this field. Stay tuned for the announcement of the Project Manager of the Year announcement in August.

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

CRAB staff conducted two 3-day trainings in May and June, 'Office of the County Engineer and the County Road Department'. The training targeted County Engineers, road department staff, and others in the counties wanting a working understanding. 25 were in attendance, with 14 counties represented and one new CRAB staff member.

See separate Compliance Manager's Report regarding an update on the four counties issued conditional certificates of good practice this past April.

I have been working closely with James Rea in IT to update the CARS compliance reporting forms after the first full round of submittals. A number of user issues, bugs, and formatting tweaks have been improved, as well as a total revamp of the CAPP forms. Improvement is an ongoing process as we work with the new SmartSimple system getting better acquainted with its capabilities and limitations.

On a general compliance note, there are currently 4 counties, Asotin, Ferry, 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.

This quarter I attended the two county engineer training sessions and the WSACE conference. I also traveled through the NE Region conducting the RAP preliminary project visual inspections and field auditing previously completed projects. With the assistance of the other engineers, all preliminary projects were reviewed, and most previously completed projects have been field audited.

After completion of the preliminary project inspections, I constructed the RAP Visual Arrays for each region, then conducted a single statewide “regional” RAP meeting, presenting the Visual Arrays, and briefly walking through the new RAP Online process for Final Prospectus (see separate summary for additional information).

IT staff have continued to work with SmartSimple to complete and improve the new RAP Online application, allowing me frequent input and comment. I am continuing to spend a significant amount of time assisting counties with adjusting to the new system.

Design Systems Manager – Brian Bailey

CRAB provided a three-day software training to three counties at Island county Public Works in May. 12 staff from Island, San Juan and Skagit Counties completed the course. This course covered the use of the counties design software, Civil 3D.

In early April, I attended the 2024 APWA Spring Conference as a representative of CRAB. I staffed our booth for the two-day event, meeting upwards of 30 attendees. During this time, I discussed who and what CRAB is and our importance to the counties in funding of capital improvement projects.

In late April, I attend the 2024 Carlson Go West Conference. This conference is an instructional event that improves attendees’ use of Carlson survey software. Many of the counties CRAB supports use this survey.

CRAB has begun the planning and outreach for our 2025 Road Design Conference in Chelan. We are starting planning and outreach earlier this year to reach more sponsors in a timely manner.

The UAS Program is working with Chelan and Douglas Counties to provide demonstration flights by Alynix. These flights will show how thermographic photography can provide valuable insight into the delamination of concrete bridge decks. This allow counties to monitor delamination on a regular basis without placing county staff or traveling public in dangerous conditions on the roadway through lane reductions and having staff on the roadway. The flights also provide savings to counties by reducing the need for chain drag operations on bridge decks.

Road Systems Manager – Mike Clark

This past quarter I spent a day working with 24 energetic Skagit County Public Works staff & managers navigating through GIS-Mo. Skagit County managers are looking at utilizing VUEWorks more for their day-to-day operations.

On another field trip, I spent a day with some creative King County engineers and managers evaluating their pavement management program and, in the field, looking at a range of pavement distresses.

In May and June, I spent several days in the field with Derek reviewing and rating all the 26 proposed SW RAP projects.

The Regional Road Maintenance Forum had their quarterly meeting on July 11. Many topics were covered including ESA 4d coverage, Field Best Management Practices Training, permitting challenges (new regulations), NPDES Permit Reissuance 2024 (S5.C.10 – page 57 of the draft Phase 1 sweeping requirements), Seattle Army Corps of Engineers- Salish Sea construction & maintenance constraints, and WDFW HPA program updates.

Over the past couple of months, I have been working with Esri and Atkins Realis providing comments and supporting documentation for our new GIS-Mo manuals.

This next quarter I will be on the road in Eastern Washington for GIS-Mo & Pavement Management training and trying to fit in for 3 weeks of Paver Pavement Management training courses.

Data Quality Assurance & Analysis Manager – Bree Norlander

I began in my position on June 3rd and attended County Engineer training the following week. I've been working closely with Engineering and the IT to understand our data collection and to create dynamic data dashboards, starting with data that has traditionally been displayed in the Annual Report and the Almanac.

During the next quarter I look forward to finalizing drafts of the Almanac dashboards, collaborating with Jacque on the RAP data story, and participating in a presentation proposal for the 2025 NACE conference.

County Engineer Appointments:

- Effective April 22, 2024, Mr. Kevin Poole, P.E. was appointed as the Garfield County Engineer. Mr. Poole is under contract for a one-year appointment and is filling the position vacated by the departure of Mr. James Wege.
- Effective June 10, 2024, Mr. James Wege, P.E. was appointed as the Lincoln County Engineer. Mr. Wege is filling the position vacated by the retirement of Mr. Walt Olsen.

BOARD OF LINCOLN COUNTY COMMISSIONERS

PO BOX 28 • DAVENPORT, WA 99122
(509) 725-3031 • (509) 725-2034 Fax • www.co.lincoln.wa.us/commissioners

Regular Meetings on the First & Third Monday of Each Month

June 17, 2024

Washington State
County Road Administration Board
Engineering
2404 Chandler CT SW Ste. 240
Olympia WA 98502-6067

Re: Lincoln County Change of County Engineer

Pursuant to the requirements within chapter 136-12 WAC, Lincoln County is notifying you of a change in the County's Engineering services.

With the resignation of Walter R. "Walt" Olsen, P.E., Lincoln County has hired James Wege, P.E., as a full-time employee and will be serving as the County's Engineer effective June 10, 2024.

Please contact us if you have any questions or concerns.

Sincerely,



Scott M. Hutsell – Dist. 2
Chairman



Jo M. Gilchrist – Dist. 1
Vice Chair



Rob Coffman – Dist. 3
Commissioner

Jo M. Gilchrist
Commissioner District No. 1
Davenport, Washington 99122

Scott M. Hutsell
Commissioner District No. 2
Davenport, Washington 99122

Rob Coffman
Commissioner District No. 3
Wilbur, Washington 99185

Tara Holden
Clerk of the Board
Benefits Administrator

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
LINCOLN COUNTY, WASHINGTON**

**IN THE MATTER OF APPOINTING A
FULL TIME COUNTY ENGINEER**

)
)

RESOLUTION 24-13

WHEREAS, the Board of County Commissioners of Lincoln County having convened in Regular Session, in their office at the Lincoln County Courthouse this 17th day of June, 2024, with all members present; and

WHEREAS, Walter "Walt" Olsen, P.E. has resigned his position as part-time contracted county engineer; and,

WHEREAS, the County must appoint an engineer to fill the position vacated by Mr. Olsen's resignation; and,

WHEREAS, the County has entered into an employment agreement for a full-time engineer with James Wege, P.E.

NOW, THEREFORE, BE IT RESOLVED that the Board of Lincoln County Commissioners hereby appoints James Wege, P.E., as a full-time employee, and the County Engineer, effective June 10, 2024.

DATED at Davenport, Lincoln County, Washington, this 17th day of June, 2024.



ATTEST

Tara Holden
Clerk of the Board - Tara Holden

**BOARD OF COUNTY COMMISSIONERS
OF LINCOLN COUNTY, WASHINGTON**

Scott M. Hutsell

Chairman – Scott M. Hutsell

Jo M. Gilchrist

Vice Chairman – Jo M. Gilchrist

Rob Coffman

Commissioner – Rob Coffman

County Engineer Vacancy Status (WAC 136-012):

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

County Audit Reviews:

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

Learning Management System Update

- 2024 2nd quarter performance
 - The platform has 1,054 registered users and has had 178 unique logins during the period.
 - Users have accessed 1,204 individual assets and 346 learning path courses.
 - Of the assets accessed, 661 were CRAB's custom content in support of GIS-Mo, RAP Online, CARS and Sincpac. This represents 46% of all individual assets consumed in this quarter.
- Using imputed averages for assets and courses, CRAB provided approximately 273 person-hours of training.

- This quarter's performance numbers are slightly lower than the first quarter of 2024. The decrease in use is an unusual trend that we will continue to monitor.

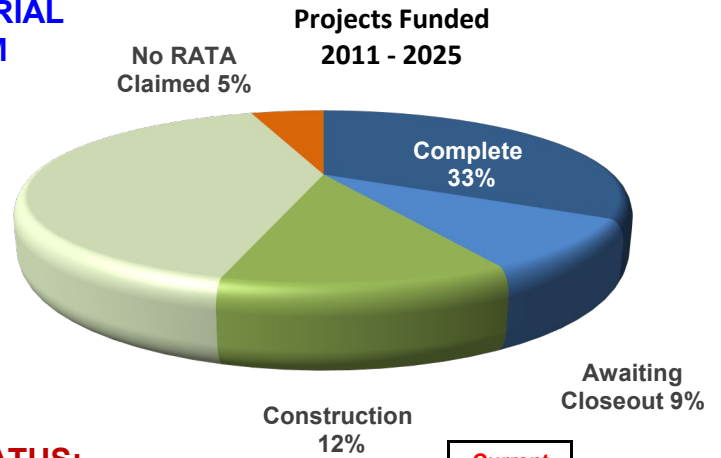
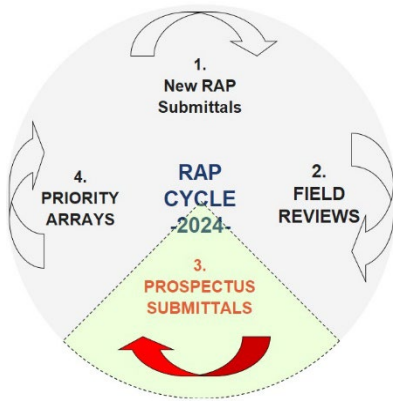
County Visits, Activities, and Training – Engineering Team:

- Derek and Drew attended the WSACE western district meeting in Olympia.
- Drew attended the WSACE eastern district meeting in Ritzville.
- Derek, Steve, and Drew attended the WSACE annual conference in Ritzville.
- Derek, Mike, and Brian completed the preliminary RAP prospectus reviews for the Southwest and Puget Sound regions and completed 8 RAP post-construction reviews in 4 counties from the covid backlog.
- Brian instructed 12 county staff at Island County Public Works in the use of Civil 3D. This training was attended by Island, San Juan and Skagit Counties
- Brian attended the APWA Spring Conference in Vancouver.
- Brian attended the Carlson Go West Conference in Spokane.

	Drew				Derek				Steve				Brian				Mike				County Totals
	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	Consultation	County Visit	Training or Regional Mtng	Other	
Adams	1		1						2	1							1				6
Asotin			1		2		1		1		1										6
Benton	2		1		1				1								1				6
Chelan	1		1						3	1							1		1		8
Clallam	2	1	3				2		4		2						1				15
Clark									2												2
Columbia	2		1						1												4
Cowlitz			1						1												2
Douglas			1						1	1							1				4
Ferry			1		1				2	1											5
Franklin			1		1				1												3
Garfield	2		1		1				1												5
Grant			2		2		1		2	1	1						1				10
Grays Harbor			1		1				2								1				5
Island	1	1	1		1				2					8							14
Jefferson	2	1							1								2				6
King			1						2								1	1	1		6
Kitsap		2	2		5		1		1		1						1				13
Kittitas			1				1		2		1						1				6
Klickitat					1				1												2
Lewis			3				2		1		2						2	1	1		12
Lincoln	4		1		1				1	1											8
Mason			1				1				1						1				4
Okanogan	2		2				1		1	1	1						1				9
Pacific	1		3		2		3				3						1				13
Pend Oreille	1		3		1		1		1	1	2						1				11
Pierce			4		1		3		2		3						2				15
San Juan									1					2							3
Skagit	1	1	3		1		2		2		2			2			1				15
Skamania									2												2
Snohomish			1		1				2												4
Spokane	1		1						1	1							2				6
Stevens	4		1		1					1											7
Thurston			3		2		2		1		2						2		1		13
Wahkiakum	1								1												2
Walla Walla	1		1		3		2		4												11
Whatcom		1	2						1		2						1				7
Whitman	3		1						1								1				6
Yakima			1						1								1		1		4
State Agencies	6		2	1	4				1						15		5				34
National																					
Public					1									20	15						36
Staff Totals	100				57				91				62				40				

RAP Program Status

RURAL ARTERIAL PROGRAM July 2024



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	8	5	3	1		19
Some RATA paid	1		1	3	14	27	25	34	105
No RATA Paid						2		8	10
TOTAL	1042	2	50	41	42	42	27	43	1289

FUND STATUS:

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

Fuel tax receipts and interest through June, 2023

690,992,513

Estimated fuel tax, int, Elect Vehicle overages and **MVA Transfers** July '23 thru June '25

47,043,800

Total estimated revenue

738,036,313

RAP Expenditures to date:

To Completed Projects

623,650,114

To Projects in Design or Under Construction

54,915,041

Administration

14,983,679

Total RATA spent

693,548,833

RAP Obligations:

RATA Balance on Active Projects

136,477,158

RATA \$ yet to allocate to Partially funded projects -

27,936,691

Requests for reimbursement - pending

23,116

Estimated remaining administration through 2023- 2025 biennium

481,005

Total RATA obligated

164,917,970

QTR 2 - 2024 RATA ACTIVITY:

REVENUE MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
April	\$22,826,776.94	\$1,312,594.07	\$63,380.64	(1,230,565.67)	31	(58,826.28)	\$22,913,359.70
May	\$22,913,359.70	\$1,466,057.78	\$64,764.99	(342,925.15)	21	(168,984.41)	\$23,932,272.91
June	\$23,932,272.91	\$2,095,525.24	\$69,638.45	(3,338,365.79)	29	(37,936.37)	\$22,721,134.44
TOTALS:		\$4,874,177.09	\$197,784.08	(4,911,856.61)	81	(265,747.06)	

Completed Projects
(No projects filed for completion
this quarter)

Staff Project Actions Taken

County Road Administration Board – July 25, 2024

Project Actions Taken by CRAB Staff

I. Staff Action Whitman County – Additional RATA request for Sand Road (3823-01)

Whitman County requested additional RATA funding for their Sand Road 2R project. The request is in accordance with WAC 136-165-020.

Whitman County confirmed that the project bids are reasonable, but costs are increased across all bid items as compared to the original estimate. 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, Whitman County requested an additional \$908,436 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 June 3, 2024 granting the additional RATA funding for the Sand Road project, “borrowing forward” this amount from the upcoming ’25-’27 funding cycle.

II. Staff Action Pend Oreille County – Scope Change for McKenzie Rd (2621-02)

On June 10, 2024, Pend Oreille County requested a scope change to the McKenzie Rd 2R project to reduce the project length due to increased costs. Reducing the length of the project will allow costs to remain within the original funding estimates. The portion of road removed from the current project will be included with the new project application in the RAP ’25-’27 cycle.

While the reduced project length resulted in a lower point score for the project, this did not change the project’s placement on the original funding array.

The director forwarded a letter on June 11, 2024 approving the requested scope change.

III. Staff Action Ferry County – Additional RATA request for Cache Creek Road (1023-01)

Ferry County requested additional RATA funding for their Cache Creek 2R project. The request is in accordance with WAC 136-165-020.

Ferry County confirmed that the project bids are reasonable, but costs are increased across all bid items as compared to the original estimate. 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, Ferry County requested an additional \$355,500 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 July 2, 2024 granting the additional RATA funding for the Cache Creek project, “borrowing forward” this amount from the upcoming ’25-’27 funding cycle.

IV. Staff Action Grant County – Add'l RATA request for H-SE (12-SE to SR 262) (1319-02)

Grant County requested additional RATA funding for their H-SE (12-SE – SR 262) Reconstruction project. The request is in accordance with WAC 136-165-020.

Grant County confirmed that the project bids are reasonable, but costs are increased across all bid items as compared to the original estimate. 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, Grant County requested an additional \$900,000 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 July 9, 2024 granting the additional RATA funding for the H-SE (12-SE – SR 262) project, “borrowing forward” this amount from the upcoming '25-'27 funding cycle.

V. Staff Action Columbia County – Scope Change Request, and Additional RATA request for Lower Hogeye Road (0713-01)

Columbia County requested a scope change and additional RATA funding for their Lower Hogeye Road 3R project.

The requested scope change is to modify the surfacing from ACP to BST. This will help reduce the overall project cost and will still meet the original intent of the project, providing sufficient structural section for the planned life cycle of the roadway.

The Additional RATA request is in accordance with WAC 136-165-020. Columbia County confirmed that the project bids are reasonable, but costs are increased across all bid items as compared to the original estimate. 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, with consideration of the scope change.

Based on the new project estimate and actual low bid, Columbia County requested an additional \$898,000 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 July 16, 2024 granting the scope change, and additional RATA funding for the Lower Hogeye Road project, “borrowing forward” this amount from the upcoming '25-'27 funding cycle.

WHITMAN COUNTY
Department of Public Works

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

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

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

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

May 30, 2024

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

Re: Sand Road Overlay
CRAB RAP Project 3823-01
Request for Advanced RATA Funds

Dear Jane:

After bid opening on the Sand Road Overlay (MP 0.00 to MP 6.36) project, it is apparent that Whitman County needs to request advanced RATA funds to construct this project. The current authorized RATA amount is \$1,198,800. This includes \$750,000 approved for the '23-'25 biennium and a "borrow ahead" amount of \$438,800, for the '25-'27 biennium, as approved by the CRABoard in November 2023.

Whitman County is requesting a further "borrow ahead" amount of **\$1,041,636** from our '25-'27 biennium county limit. This additional amount would increase the total RATA request to \$2,240,436 for this project. Whitman County understands that this will decrease the amount of available RATA funds to be applied to other Whitman County projects in the '25-'27 biennium.

This request is made in accordance with WAC 136-165-020 and Whitman County confirms that items (a)-(e) in Section 3 have been considered and/or completed. Also, all items under Section 4 were properly considered during the preparation of the original estimate at the time of the submittal of the final prospectus for the project.

Whitman County believes that WAC 136-165-020 Section 5(f) is the applicable condition allowing CRAB staff to consider the request to increase RATA funding on this project. Section 5(f) states: "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." We received 2 bids for this project and I have reviewed the bid tabulations and find them to be reasonable in the current inflated economy. Another factor in the higher bid prices is the location of the project and relatively small quantities of asphalt that likely limited the bidders to local contractors.

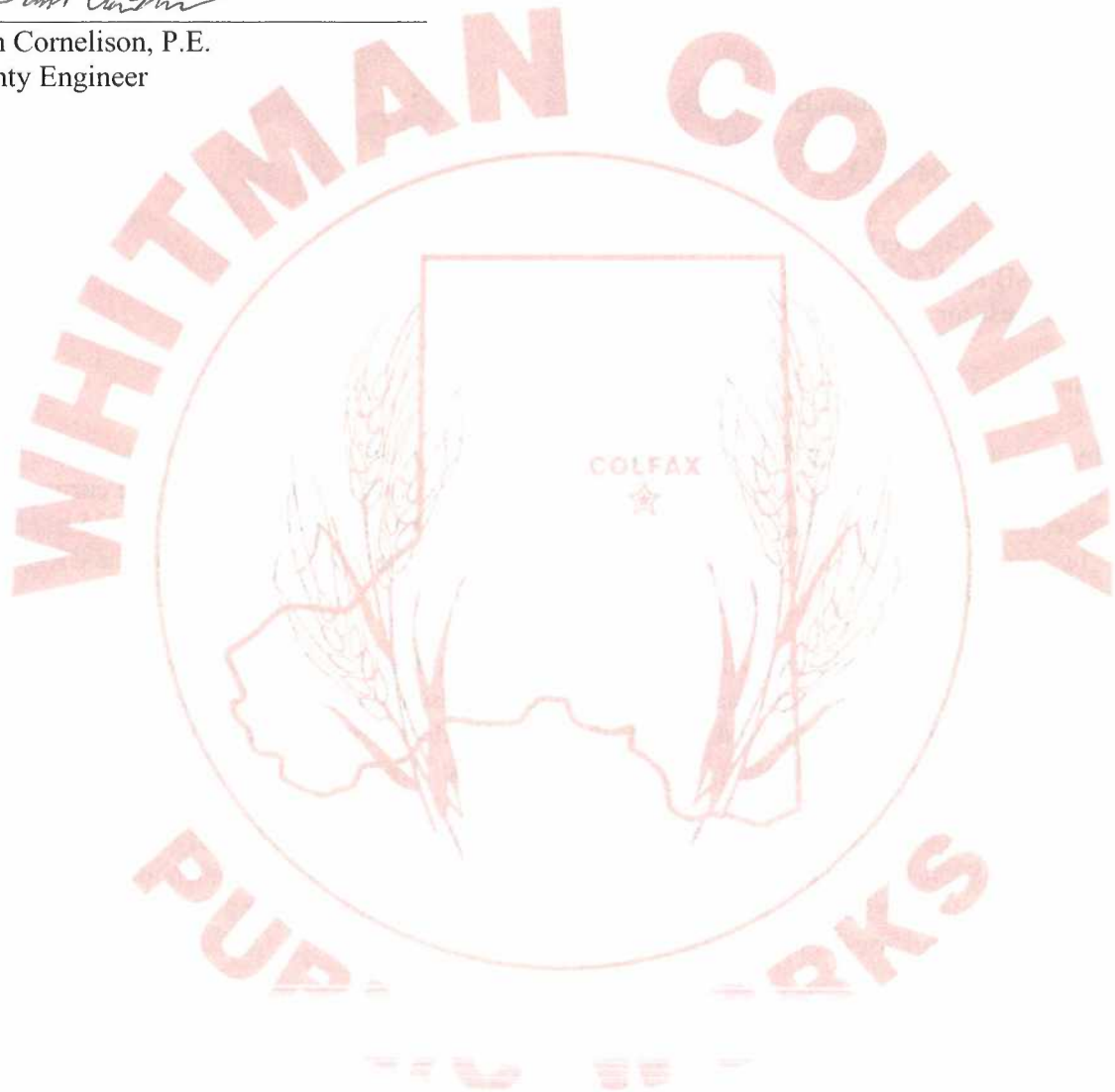
Whitman County, in the past, has requested more federal funding on these projects rather than RATA funds. The federal function classification (FFC 08) of Sand Road limits Whitman County to 15% of our annual federal allocation. For this project, we have maximized the amount of federal funding available and are requesting an increase in RATA funds to make up the difference.

If you have any questions regarding this request, please contact me.

Sincerely,



Dean Cornelison, P.E.
County Engineer





Pend Oreille County

PUBLIC WORKS DEPARTMENT

P.O. Box 5065
Newport, WA 99156-5065

Phone: (509) 447-4513
Fax: (509) 447-5890

June 10, 2024

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

Subject: CRP 844 McKenzie Road 2R – Revised Rating Worksheet

Dear Ms. Wall,

We are submitting a revised rating worksheet for the subject project. During the 90% design development phase, we completed an updated engineer's estimate and identified that due to inflation, our project budget had increased by approximately \$300,000.

After consulting with Mr. Johnson and exploring various alternatives, we concluded that the most feasible solution was to reduce the scope of the project to align with the current budget constraints. Specifically, we have decided to truncate the project from its original length of 1.77 miles to 1.27 miles.

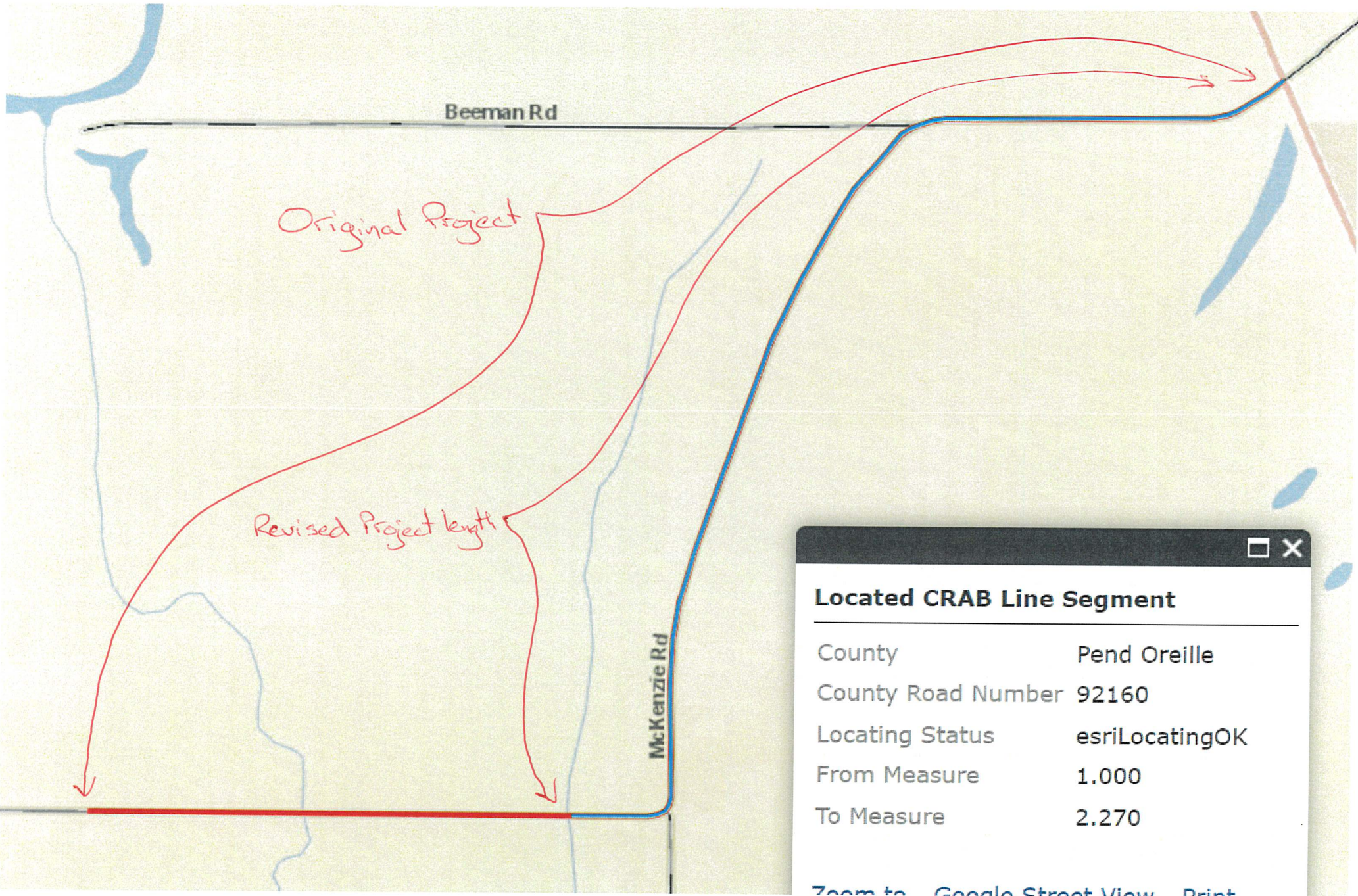
Based on our unit cost analysis, we believe this adjustment will allow us to complete the project within the allocated funding.

We kindly request your review of the attached revised rating worksheet to determine if the project can proceed under these revised parameters. If you require any additional information or clarification, please do not hesitate to contact us.

Thank you for your time and consideration.

Sincerely,

Jesse Larson, P.E.
County Engineer
Pend Oreille County Public Works
Jesse.Larson@PendOreille.org
(509) 589-1680



COUNTY
PROJECT NAME
PROJECT LENGTH

Pend Oreille
McKenzie Road
1.77 miles to hundredths

Original
RAP 2R project
NE Region

2R RATING SUMMARY:

(Click on underlined text to input project data)

TRAFFIC: (10 points max.)

Possible
Points

Scored
Points

TRAFFIC VOLUME
TRAFFIC ACCIDENTS

5

5.00

5

0.38

Subtotal 10

5.38

STRUCTURAL CONDITION: (50 points max.)

SURFACE
SUBSURFACE
F&G

20

10

20

10

8

Subtotal 50

18.00

GEOMETRY: (10 points max.)

ROAD WIDTH (shoulder to shoulder)
HORIZONTAL ALIGNMENT

10

10

5

Subtotal 10

10.00

Widening Points
2' 4
3' - 4' 7
5' - 8' 10

ROADSIDE SAFETY: (15 points max.)

Reduce Roadside Hazards:
SIDESLOPES & GUARDRAIL
CULVERT END TREATMENTS
REMOVE STRUCTURES & OBSTRUCTIONS
UTILITY POLES

5

5.00

5

2.00

5

5

5.00

Subtotal 15

12.00

LOCAL SIGNIFICANCE: (15 points, one project
per biennium.)

15

15

type in 15 points if this is the most
important RAP application this biennium

TOTAL 2R RAP WORKSHEET RATING:

100
possible

60.38
scored

NOTES:

1. Points for Surface and Subsurface visual portions of the STRUCTURAL CONDITION will be assigned by CRAB Engineer.
2. No points are allowed for conditions which will not be improved by the proposed project.

COUNTY
PROJECT NAME
PROJECT LENGTH

Pend Oreille
McKenzie Road
1.27 miles to hundredths

RAP 2R project NE Region

2R RATING SUMMARY:

(Click on underlined text to input project data)

TRAFFIC: (10 points max.)

TRAFFIC VOLUME
TRAFFIC ACCIDENTS

Possible
Points

Scored
Points

5
5
Subtotal 10

5.00
0.76
5.76

STRUCTURAL CONDITION: (50 points max.)

SURFACE
SUBSURFACE
F&G

20
20
10

Subtotal 50

10
8
18.00

GEOMETRY: (10 points max.)

ROAD WIDTH (shoulder to shoulder)
HORIZONTAL ALIGNMENT

10
5

Subtotal 10

10
10.00

Widening Points
2' 4
3' - 4' 7
5' - 8' 10

ROADSIDE SAFETY: (15 points max.)

Reduce Roadside Hazards:
SIDESLOPES & GUARDRAIL
CULVERT END TREATMENTS
REMOVE STRUCTURES & OBSTRUCTIONS
UTILITY POLES

5
5
5
5

Subtotal 15

5.00
5.00

LOCAL SIGNIFICANCE:

(15 points, one project
per biennium.)

15

15

type in 15 points if this is the most
important RAP application this biennium

TOTAL 2R RAP WORKSHEET RATING:

100
possible

53.76
scored

NOTES:

1. Points for Surface and Subsurface visual portions of the STRUCTURAL CONDITION will be assigned by CRAB Engineer.
2. No points are allowed for conditions which will not be improved by the proposed project.

NE Region
2021-2023 RAP ARRAY

COUNTY	TYPE	Road Name	Points	BMP	EMP	COST	RATA REQ	Prev. Auth	New Req	21-'23 Funding
Adams	2R	McKinney Rd. #1	59.77	0.00	2.01	1,186,000	1,067,400	64,700	1,002,700	750,000
Ferry	2R	Inchelium Hiway Rehabilitation	38.10	2.16	4.48	833,000	749,700	300	749,400	749,400
Spokane	3R	Brooks Road Project No. 2	122.00	1.87	3.88	3,108,000	2,796,100	2,119,283	676,817	676,817
Chelan	3R	Goodwin Road	115.33	0.00	0.14	1,531,000	1,377,000	253,200	1,123,800	1,123,800
Lincoln	3R	Miles Creston Road Section 1B	104.07	3.01	4.66	2,242,711	1,466,800	442,600	1,024,200	1,024,200
Ferry	3R	Trout Creek Road Section 1	94.91	5.32	9.71	2,015,000	1,813,500	1,689,100	124,400	124,400
Okanogan	3R	Old 97	88.33	4.15	5.35	2,040,000	1,836,000	593,400	1,242,600	1,242,600
Stevens	3R	Cedonia-Addy	88.00	3.10	6.20	3,500,000	3,150,000	66,300	3,083,700	2,500,000
Whitman	RC	Pullman Airport Road	79.49	3.40	6.11	3,920,000	3,528,000	420,000	3,108,000	2,500,000
Adams	RC	Lind Hatton Rd. Project #3	67.66	3.71	7.33	2,566,000	2,309,400	1,950,000	359,400	359,400
Pend Oreille	FA	Smackout Pass Rd	2.00	2.31	2.39	710,000	142,100	FA projects	142,100	142,100
Okanogan	DR	Loomis-Oroville Rd Drainage	68.00	0.28	0.66	638,000	574,200		574,200	15,400
Pend Oreille	2R	Mckenzie Rd	60.38	0.50	2.27	1,660,000	1,494,000	Drainage Projects	1,494,000	750,000
Chelan	2R	Chumstick Highway	52.44	5.15	6.60	1,045,000	923,000	2R and	923,000	750,000
Spokane	2R	Wheeler Road	51.67	3.46	4.92	1,427,000	1,284,300		1,284,300	750,000
Grant	2R	3-NE (U-NE to County Line)	44.75	10.90	13.90	776,000	698,400		698,400	698,400
Whitman	2R	Lancaster Road	33.23	13.66	18.16	920,000	750,000		750,000	-
Ferry	SA	East Silver Creek Br. No. 16	194.55	19.01	19.09	2,165,000	1,939,500		1,939,500	1,626,200
Chelan	3R	South Lakeshore Road	106.85	6.00	6.68	2,049,000	1,844,100		1,844,100	626,200
Spokane	3R	Brooks Road No.1	103.40	0.00	1.87	2,129,335	1,830,000		1,830,000	971,433
Spokane	3R	Deno Road	88.19	1.62	2.67	2,100,000	1,885,700		1,885,700	-
Ferry	3R	Boulder Creek West Section 2	87.64	2.75	5.50	2,225,000	2,002,500		2,002,500	-
Stevens	3R	Cedonia-Addy	83.33	6.20	9.21	3,500,000	3,150,000		3,150,000	-
Okanogan	3R	Twisp River Rd	79.08	2.82	4.02	2,124,000	1,911,600		1,911,600	-
Lincoln	RC	Duck Lake Road	77.86	20.30	23.30	2,474,000	2,226,500	3R, RC, and SA Projects	2,226,500	1,475,800
Grant	RC	9-NW Road (SR 283 to Dodson Rd	72.42	5.84	10.06	2,103,000	1,892,400		1,892,400	1,801,600
Douglas	3R	Pearl Hill Road	72.23	13.15	17.26	2,490,000	2,241,000		2,241,000	-
Okanogan	3R	Old 97 3R	69.76	6.85	8.27	2,793,400	2,513,700		2,513,700	-
Douglas	RC	McNeil Canyon Rd	68.33	1.72	2.62	2,948,000	2,653,200		2,653,200	526,450
Adams	RC	Schoonover Rd.	65.28	1.06	4.11	2,214,000	1,992,600		1,992,600	-
Whitman	RC	Green Hollow Road	65.00	8.12	9.79	2,667,000	2,400,000		2,400,000	-
Lincoln	3R	Riffe	57.86	2.79	5.81	2,508,000	2,257,200		2,257,200	-
Adams	RC	Herman Road #2	54.99	4.10	8.12	2,452,000	2,206,800		2,206,800	-
Pend Oreille	3R	Westside Calispel Rd	40.96	11.04	12.59	2,910,000	2,619,000		2,619,000	-

Partial funded projects from prior biennia

revised score is 53.76

61 → Project retains position on array - and therefore would still have been funded.

- Project is now fully funded.



FERRY COUNTY
DEPARTMENT OF PUBLIC WORKS
350 E. DELAWARE #8, REPUBLIC, WA 99166
(509) 775-5225, FAX: (509) 775-5226

RON CHARLTON, DIRECTOR
NICOLE D. NORVELL P.E., COUNTY ENGINEER

June 26, 2024

Jane Wall
Executive Director
County Road Administration Board
2404 Chandler Ct SW
Olympia, WA 98502

Re: Funding Request
Cache Creek Rehabilitation
County Road No. 00460
RAP Project No. 1023-01
County Road Project No. 23-03

Dear Jane,

Ferry County is requesting from the County Road Administration Board (CRAB) the granting of an increase in RATA funding for the above project.

- Ferry County is requesting a RATA increase amount of \$395,000 for this RAP Project No 1023-01 from our '25-'27 biennium county limit.
- Ferry County is also requesting to Borrow Forward \$645,000 from the approved RATA Funding from the '25-'27' biennium county limit.
- In addition, the project has already been bid, and is waiting to be awarded and will be in the final Construction Phase in 2024, which will allow the County to take advantage of the Match Adjustment that CRAB has been authorized to provide to us.

These items together will make up the funding deficit that the County is currently facing which will ensure that the project will be successfully completed.

This request is made in accordance with WAC 136-165-020 and Ferry County confirms that items (a)-(e) in Section 3 have been considered and/or completed. Also, all items under Section 4 were properly considered during the preparation of the original estimate at the time of the submittal of the final prospectus for the project.

Ferry County believes that WAC 136-165-020 Section 5(f) is the applicable condition allowing CRAB staff to consider the request to increase RATA funding on this project. Section 5(f) states: "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." We received 3 bids for this project, and I have reviewed the bid tabulations and find them to be reasonable.

Attached is a spreadsheet showing present and projected costs for the project which determined the requested Rata funding increase amount.

Thank you for your consideration in this matter.

Sincerely,



Nicole D. Norvell, P.E.
County Engineer

Attachments

Cc: Steve Johnson, PE, Grants Program Manager



GRANT COUNTY
WASHINGTON

PUBLIC WORKS DEPARTMENT
124 ENTERPRISE STREET SE
EPHRATA, WA 98823

July 8, 2024

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

Re: H-SE Road Reconstruction Project
CRAB RAP Project # 21-13-1087
Request for Advanced RATA Funds

Dear Ms. Wall,

Grant County has scheduled construction of H-SE (12-SE To SR 262) for the 2024 construction season. The current authorized RATA amount is \$1,665,000 as approved in the NE Region RAP Array.

To date CRAB has approved \$36,738.13 from the 2023-2025 biennium.

In order to construct this project in 2024, Grant County is requesting to "borrow ahead" (\$900,000.00) from the '25-'27 RATA project funding. This would bring the total RATA request to \$2,565,000.00. Grant County understands this will reduce the amount of available RATA funds for use on other potential Grant County projects for the '25-'27 biennium.

This request is being made in accordance with WAC 136-165-020 and Grant County confirms that items (a)-(e) in Section 3 have been considered and/or completed. Also, all items under Section 4 were properly considered during the preparation of the original estimate at the time of the submittal of the final prospectus for the project.

Grant County believes that WAC 136-165-020 Section 5(f) is the applicable condition allowing CRAB to consider the request to increase RATA funding. Section 5(f) states: "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." We received a total of 5 bids, and I have reviewed the bid tabulations



GRANT COUNTY
WASHINGTON

PUBLIC WORKS DEPARTMENT
124 ENTERPRISE STREET SE
EPHRATA, WA 98823

and find them to be reasonable and find no unbalancing in the bidding. Across all bid items, bid amounts have all increased, due to inflation, from prices seen over the last several years.

If you have any questions regarding this request, please let me know.

A handwritten signature in blue ink, appearing to read "Dave Bren", followed by the letters "PE" in a larger, bold font.

Dave Bren, P.E.
County Road Engineer
Grant County Public Works
124 Enterprise St. SE
Ephrata, WA
Office (509) 754-6082
dbren@grantcountywa.gov | www.grantcountywa.gov

COLUMBIA COUNTY PUBLIC WORKS

County Road • Solid Waste • Fleet Management • Facilities Management

July 15, 2024

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

RE: Lower Hogeeye Road Project
RAP Project # 0713-02
Request for Advanced RATA and Scope Change

Dear Ms. Wall,

Columbia County has scheduled construction of the above-mentioned project for the 2024 construction season. In order to construct this project in 2024, Columbia County is requesting to "borrow ahead" (\$898,000) from the '25-'27 RA TA project funding. Columbia County understands this will reduce the amount of available RA TA funds for use on other potential projects for the '25-'27 biennium.

This request is being made in accordance with WAC 136-165-020 and Columbia County confirms that items (a)-(e) in Section 3 have been considered and/or completed. Also, all items under Section 4 were properly considered during the preparation of the original estimate at the time of the submittal of the final prospectus for the project.

Columbia County believes that WAC 136-165-020 Section 5(±) is the applicable condition allowing CRAB to consider the request to increase RAT A funding. Section 5(±) states: "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." We received a total of 5 bids, and I have reviewed the bid tabulations and find them to be reasonable and find no unbalancing in the bidding. Across all bid items, bid amounts have all increased, due to inflation, from prices seen over the last several years.

Also, Columbia County is requesting a scope change to shift from ACP to BST in order to significantly reduce the cost of construction and still meet the original essential intent of project. Both ACP and BST function as a paved surface and the total ballast section design meets the originally planned life cycle cost benefit/use of the roadway. The need to make this scope change is clearly demonstrated by the bid costs.

Please contact me with any further questions at (509) 382-2534. Thank you in advance for your assistance.

Sincerely,

A handwritten signature in blue ink that reads "Walter G. Morgan". The signature is fluid and cursive, with a long horizontal stroke at the end.

Walter G. Morgan, P.E.
Public Works Director/County Engineer

S 4TH ST
FC Description

Rural Major Collector

415 N Guernsey Avenue • PO Box 5 • Dayton WA 99328 • Telephone (509)382-2534

www.columbiaco.com/publicworks

Previous Board Actions Update

County Road Administration Board – July 25, 2024

I. Updates on previous Board actions - Projects

- **Asotin County – Snake River Road project termination and waiver of payback**
Asotin County requested to withdraw the Snake River Road project and waive the payback of RATA funds expended to the project. At the April 29, 2021 CRABoard meeting, the request to withdraw was approved, including the waiver of payback of RATA funds – with the condition that Asotin County obtain additional funding and bring all phases of the project to construction no later than December 31, 2025 (with an extension to April 2030 possible, if the County demonstrates progress). The expended \$1,122,461.87 RATA funds shall be paid back if these conditions are not met.
 - 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 requested a 2-year construction extension for the Francis Road (Segment 1) project due to delays in ROW acquisition, utility relocations, pandemic related issues, and significantly increased costs. At the January 19, 2023 CRABoard meeting, the extension request was approved, setting the construction lapse date to April 16, 2025.
 - 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.
 - 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 will need an updated NEPA, which is now expected to delay the project further – possibly substantially.

- **Cowlitz County's South Cloverdale Road extension**

Cowlitz County requested a 2-year construction extension for the South Cloverdale Road project due to delays in acquiring federal funding resulting in additional fish passage requirements, and significant delays in ROW process as the County relies on WSDOT for the ROW appraisal and review process. At the April 13, 2023 CRABoard meeting, the extension request was approved, setting the construction lapse date to April 16, 2025.

- The county has obtained all but one property, and is pursuing a possession and use option for the one remaining.
- 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 and the county is now aiming for bid in August of this year.

II. Updates on previous Board actions – Emergency Loan Projects

- **All previous Emergency Loans have been repaid. No new applications.**

Current ELP account balance is \$3,199,015.51

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
• Chelan County – Wenatchee Heights Rd #0423-01	\$137,400
• Clallam County – Carlsborg Road #0519-01	\$ 52,500
• Columbia County – Rose Gulch Road- Vernon Smith Br #0717-02	\$ 52,500
• Columbia County – Lower Hogeeye Road #0713-02	\$235,500
• Ferry County – Boulder Creek Sec. 1 #1015-02	\$190,000
• Ferry County – Inchelium Hiway Rehabilitation #1019-02	\$ 83,300
• Ferry County – Cache Creek #1023-01	\$155,000
• Grant County – 9-NW Road (SR 283 to Dodson Rd) #1322-01	\$210,600
• Grays Harbor County – Garrard Creek Road #1415-01	\$173,000
• Jefferson County – Center Road #1622-01	\$189,172
• King County – Ames Lake Road Bridge No. 1320A #1719-01	\$288,900
• Kitsap County – Burley Olalla Rd SE #1823-01	\$ 83,800
• Lewis County – Centralia Alpha Rd #2119-01	\$244,400
• 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
• Okanogan County – Loomis-Oroville Rd Drainage #2421-01	\$ 63,800
• Skagit County – Pioneer Rd #2923-01 (match deletion only)	\$0
• Spokane County – Wheeler Rd #3221-01	\$142,700
• Spokane County – Brooks Road Project No. 2 #3219-01	\$311,900
• Stevens County – Swenson South #3317-01	\$350,000
• Whatcom County – Hampton Road #3721-01	\$198,000
• Whitman County – Almota Road (Phase 3) #3816-01	\$383,333
• Yakima County – Independence Rd – Fordyce to Maple #3917-01	\$200,300

Total to date: \$4,513,605

Regional Meetings Update

County Road Administration Board – July 25, 2024
Regional RAP meetings update

A single state-wide “Regional” meeting was held via Teams on July 17, 2024 and covered the following topics:

- Overview and discussion of DRAFT RAP visual arrays.
- Brief walkthrough of the Final Prospectus process in the new RAP Online.
 - The form is not yet open for use – there are improvements still being made, and testing to be done. Forms will likely open in early August.
 - Inflation (at 4% per year) will be included with the project estimate calculations. 2R project will be allowed a 2 year inflation increase while all other projects will be allowed a 5 year inflation increase.
 - The Final Prospectus forms will be set up for E-Signatures. There will be a Draft Print button that will allow a non-signable form for presentation to the county Commissioners for signature authorization, then the e-sign process for County Engineer and legislative authority signatures.
 - Worksheets have been updated, and are currently available on the CRAB website.
 - Final Prospectus forms are due (in RAP Online) September 1, 2024. E-signature forms can come later.
- Mike Clark reminded everyone that pavement ratings (WAC 136-70-040) are due this December 31, 2024, and if you need any assistance with generating your Road Rating Status Report in VUEWorks please call.
- Mike will be presenting two resolutions to the CRABoard at the July meeting, then forwarding the MVFT Revenue Forecasts to the counties.
- Derek Pohle mentioned some improvements in CARS for the ACP forms intended to be made available in August. Also, CRAB has an updated interpretation and expectation regarding the adoption of the Annual Road Program (which consists of the ACP, the annual maintenance plan, and the annual equipment purchase and major maintenance plan), and reminded everyone to be certain that you are following the process correctly.

RAP Visual Arrays and Summary

County Road Administration Board – July 25, 2024

REVIEW OF RAP PRELIMINARY ARRAYS

Projects requesting funding in the 2025-2027 Biennium

After the January, 2024 request for project submittals, the counties submitted 105 preliminary proposals by March 1, 2024 totaling a request of \$188,836,306.30. San Juan County chose not to submit any new projects in this cycle.

CRAB engineering staff field reviewed these preliminary submittals between March and July with each county engineer or responsible staff to evaluate surface conditions and discuss overall scope of each of the proposals.

The scores from the field reviews have been tabulated in order to prepare the preliminary visual arrays for each region.

The attached arrays include currently contracted projects that remain underfunded – meaning they have not yet accrued their full RATA requested amount. Partially funded projects will receive funding ahead of new projects. The arrays also show projects that were granted additional RATA funding, and projects that borrowed funding forward from the '25-'27 cycle.

The new submittals are ranked based on visual score. This score will be incorporated into each project's final points based on the county's project expectations and preparation of the scoring worksheets which are included with the final prospectus applications due September 1, 2024.

The final prospectus applications are allowed to request RATA contribution amounts for projects up to the County's established submittal limit. County submittal limits vary per region, and per county in the SE region, and are calculated from the '25-'27 Call for Projects revenue estimate of \$70 million statewide. Staff anticipate that fewer than half of these potential projects will be submitted as final proposals as the counties prioritize these projects.

NE Region '25-'27 Preliminary Array

	County	Road Name	Type	BMP	EMP	Total Visual	points	RATA Requested	RATA Funded	Short Funded	
Prev. 2R	Okanogan	Chesaw Rd Drainage	DR	3.90	4.05		76.00	859,500	191,200	668,300	
	Spokane	Staley Road	2R	1.78	3.30		68.97	1,263,600	215,700	1,047,900	
	Ferry	Cache Creek	2R	5.00	9.00		47.90	1,395,000	750,000	1,000,500	Borrowed Ahead AND Add'l RATA
	Chelan	Wenatchee Heights Rd	2R	1.32	2.10		51.00	1,236,600	577,700	1,236,600	Borrowed Ahead
	Whitman	Sand Road	2R	0.00	7.00		55.00	1,198,800	750,000	1,357,236	Borrowed Ahead AND Add'l RATA
NEW 2R and DR SUBMITTALS	Chelan	Chumstick Highway, Phase VI	2R	11.10	12.40	29					
	Spokane	Elk Chattaroy Road Preservation MP 7.91 to MP 8.92	2R	7.97	8.92	29					
	Spokane	Starr Rd Preservation MP 3.21 to MP 4.39	2R	3.21	4.39	28					
	Ferry	Kettle River Road Rehabilitation	2R	0.00	9.58	24					
	Whitman	Lancaster Road	2R	13.66	18.16	24					
	Grant	Stratford Road - Phase 2	2R	13.24	17.24	19					
	Pend Oreille	McKenzie Rd and Westside Calispel Rd	2R	0.00	1.00	19					
	Whitman	Johnson Road	2R	0.78	4.13	19					30%
	Whitman	Palouse Cove Road	2R	0.29	4.01	19					
	Grant	4-NW/NE (Dodson Road to Hiawatha Road)	2R	0.00	5.03	18					
	Whitman	Pine City - Malden Road	2R	0.00	5.28	18					
	Spokane	Deer Park - Milan Rd	2R	0.00	1.77	17					
	Grant	U-NE	2R	12.84	15.80	16					
	Ferry	Toroda Creek Culvert Replacement	DR	3.65	4.33	5					
	Spokane	Deer Park - Milan Rd Bridge Replacement	DR	2.83	2.87	3					
FA											10% (no bridge applications)
PREV. 3R AND RC	Spokane	Elk-Chattaroy Road	3R	0.32	1.41		120.34	2,363,000	2,050,000	313,000	
	Douglas	Rd J.5 NW	3R	0.00	2.41		92.54	2,524,500	873,250	1,651,250	
	Chelan	Squilchuck Road	3R	0.75	1.90		90.33	2,337,400	1,032,100	1,305,300	
	Lincoln	Mountview	3R	0.00	2.5		63.60	3,255,300	299,900	2,955,400	
	Whitman	Green Hollow Road Phase 3	3R	5.78	8.12		50.86	3,432,800	1,642,000	1,790,800	
	Adams	Herman Road #2	RC	4.10	8.12		51.50	2,784,600	2,747,300	37,300	
	Grant	H-SE (12-SE to SR 262)	RC	0.00	4.67		58.71	1,665,000	1,665,000	900,000	Add'l RATA borrowed from '25-'27
NEW 3R AND RC SUBMITTALS	Adams	Benge-Winona	RC	0.00	3.00	36					
	Whitman	Green Hollow Road	RC	8.12	9.79	36					
	Okanogan	Bonaparte Lk Rd 3R	RC	0.30	0.95	33					
	Douglas	Pearl Hill Road	RC	14.45	17.28	32					
	Adams	Schoonover Road Project #2	RC	4.11	7.96	29					30%
	Spokane	Flint Road Reconstruction 12th Ave Rd to Greenwood Rd	3R	0.00	0.75	30					
	Grant	Grand Coulee Hill Road	3R	0.00	2.89	29					
	Okanogan	Loomis-Oroville Road 3R	3R	6.00	7.25	27					
	Stevens	Cedonia-Addy Rehabilitation #2 (6.20-9.21)	3R	6.20	9.21	27					
	Ferry	Inchelium Highway Reconstruction - MP 16 to MP 19	3R	16.00	19.00	24					
	Grant	W-NE	3R	16.74	19.33	23					
	Chelan	Lake Wenatchee Hwy Improvement	3R	0.00	1.20	20					
	Stevens	Cedonia-Addy Rehabilitation #3 (9.21-12.44)	3R	9.21	12.44	20					
	Chelan	Beaver Valley Road Improvement	3R	16.60	18.93	18					
	Okanogan	Toroda Creek Rd 3R	3R	0.00	1.50	17					
	Okanogan	Twisp River Rd 3R	3R	2.82	4.02	17					
	Lincoln	Hawk Creek Rd MP 9.10 - 10.60	3R	9.10	10.60	16	gravel - Coring = 2; Truck Class = 8				30%

Estimated NE Region Revenue = \$30,569,000 (including turned back funds)

County funding limit: \$3,900,000

County submittal limit: \$7,800,000

NW Region '25-'27 Preliminary Array

BIEN	CountyName	RoadName	TYPE	BMP	EMP	Visual	Points	RATA Requested	RATA Funded	Short Funded	
'23-'25	Whatcom	Everson Goshen Rd	2R	1.99	6.08		107	2,394,000	108,000	2,286,000	
'23-'25	Island	Main Street - Freeland	2R	0.03	0.21		95.00	1,453,500	1,200,000	253,500	
'23-'25	Clallam	Edgewood Drive	3R	0.87	2.38		72.48	2,400,000	1,072,900	1,327,100	
'21-'23	Jefferson	Center Road	2R	10.34	14.58		92.00	1,700,700	1,423,300	277,400	Borrowed Forward
'23-'25	Skagit	Pioneer Highway	2R	1.88	3.10		88.00	641,700	287,221	354,479	Borrowed Forward
	Jefferson	Paradise Bay Road Overlay MP 3.74 to MP 6.00	2R	3.743	6	34.00					
	Whatcom	Birch Bay Lynden Road, Rathbone to Lynden - Pavement Rehabilitation	2R	9.95	10.96	19.00					
	Whatcom	Slater Rd, Lake Terrell Rd to Haxton Wy	2R	1.19	3.69	19.00					
	Clallam	Old Olympic Hwy - KitchenDick to Carlsborg	2R	4.8	6.3	16.00					
	Whatcom	Mountain View Rd, Rainbow Rd to Olson Rd	2R	0	2.5	16.00					
	Clallam	Old Olympic Highway - Spring to Barr	2R	2.75	3.6	14.00					
	Skagit	HMA Overlay - Cook Road	2R	1.98	5.33	13.00					
	Kitsap	Lake Flora - City Limits to J M Dickinson	2R	0.96	3.529	11.00					
	Clallam	North Barr Road	3R	0.18	0.82	7.25					
	Kitsap	Sunnyslope MP 0.3 culvert cluster	DR	0.3	0.35	5.00					
	Island	Utsalady @ Olsen Culvert Replacement, 774 and 775	DR	3.06	3.11	4.00					
	Skagit	Stevens Creek Culvert - South Skagit Highway	DR	5.3	5.4	3.00					

Estimated NW Region Revenue = \$7,644,000 (including turned back funds)

County funding limit: \$1,800,000
County submittal limit: \$3,600,000

*San Juan County did not apply, which increases county limits for NW region.

PS Region '25-'27 Preliminary Array

BIEN	CountyName	RoadName	TYPE	BMP	EMP	Visual	Points	RATA Requested	RATA Funded	Short Funded
'23-'25	King	SE Reinig Rd	DR	1.51	1.53		83.00	1,590,300	1,465,000	125,300
'23-'25	Snohomish	Richardwon Creek Bridge #300	DR	0.660	0.661		56.42	1,600,000	1,091,900	508,100
'23-'25	Pierce	Fairfax Forest Reserve Rd E	3R	5.67	7.70		21.99	1,160,500	48,700	1,111,800
	Pierce	BR #34182-B / 280 St S at Lacamas Creek	SA	0.560	0.590	69.48			based on Suff Rating - (rehab)	
	Snohomish	Granite Falls Bridge #102	FA	1.549	1.937	61			based on Suff Rating - (replace)	
	King	SE Lake Francis Haul Road Mitigation	2R	0.000	0.640	38				
	Snohomish	115th Avernue NE Overlay	2R	0.000	2.040	27				
	Pierce	304th St E	2R	2.000	2.840	25				
	King	NE Told Hill Road HFST	2R	2.800	2.960	23				
	Pierce	Nisqually Rd SW	2R	0.030	2.140	18				
	Pierce	Lackey Rd. NW / Jackson Lk. Rd. NW / Key Peninsula Hwy. NW	IS	3.330	3.690	5				

Estimated PS Region Revenue = \$4,837,000 (including turned back funds)

County funding limit: \$2,000,000
County submittal limit: \$4,000,000

SE Region '25-'27 Preliminary Array

Biennium	County	Road Name	Type	BMP	EMP	Structural/ Visual	Cores	FGTS	Points	RATA Requested	RATA Funded	Short Funding	
'21-'23	PREV. FUNDED	Kittitas	Hungry Junction Road	3R	0	1.74			91.37	3,631,500	2,272,860	1,358,640	
'23-'25		Klickitat	Sunnyside Road	2R	4.84	7.64			89.23	2,322,000	1,994,300	327,700	
'23-'25		Columbia	Kellogg Hollow Road	3R	5.1	6.8			85.47	3,200,000	1,600,000	1,600,000	
'23-'25		Walla Walla	Mojonnier Rd	3R	0.14	1.072			83.74	1,710,000	801,400	908,600	
'23-'25		Franklin	Vineyard Drive West	RC	0.9	1.24			80.89	2,142,900	1,529,800	613,100	
'23-'25		Garfield	Kirby-Mayview	3R	13.2	15.16			80.06	2,860,000	1,500,000	1,360,000	
'23-'25		Benton	County Well Road	3R	0.00	3.12			76.46	2,025,000	1,961,539	63,461	
'19-'21		Klickitat	Sundale Road & Old Hwy 8	RC	0.00	3.54			103.93	3,260,000	3,260,000	1,621,213	Add'l RATA borrowed against '25-'27
'13-'15		Columbia	Lower Hogeeye Road	3R	0.00	2.51			92.82	2,119,500	2,119,500	898,000	Add'l RATA borrowed against '25-'27

BR or Structures														
	County	Road Name	Type	BMP	EMP	Structural/ Visual	Cores	FGTS	Points	RATA Requested	RATA Funded	Short Funding		
2R, 3R and RC Projects	Kittitas	Reecer Creek Rd Over Towne Ditch	SA	0.76	0.93	56.75		suff rating						
	Kittitas	Hungry Jct. over Cascade Canal	DR	2.05	2.25	3.5								
	Kittitas	Teanaway Rd Settling	DR	0.00	0.34	3.0								
	Walla Walla	Scenic Loop Bridge	DR	0.13	0.21	2.5								
	Klickitat	g Sleepy Hollow Road Phase 1	RC	3.61	5.71	30.0	12	[0]	score includes core and fgts					
	Klickitat	g Sleepy Hollow Road Phase 2	RC	2.07	3.61	28.5	12	[0]	score includes core and fgts					
	Yakima	Ahtanum Road	2R	11.60	16.90	28.0								
	Walla Walla	JB George Road	RC	0.11	0.74	25.0								
	Franklin	Vineyard Drive West	RC	0.02	1.00	23.5								
	Kittitas	No. 6 Rd Improvements	2R	0.00	3.58	20.5								
	Walla Walla	g Lewis Peak Road	3R	1.10	3.10	18.0	CORES	[6]	score includes core and fgts					
	Columbia	Tucannon Road	3R	10.00	13.20	16.0								
	Klickitat	Sundale Road	3R	3.54	5.02	16.0								
	Yakima	Independence Road	3R	4.07	5.57	16.0								
	Asotin	g Snake River Rd	3R	19.71	20.55	14.5	[2]	[6]	score includes core and fgts					
	Benton	Hanks Road Phase II	3R	7.60	9.10	14.5								
	Garfield	Kirby-Mayview MP 10.7 to 13.2	3R	10.70	13.20	14.5								
	Garfield	Kirby-Mayview MP 8.62 to 10.7	3R	8.62	10.70	13.5								
	Benton	County Well Phase II	3R	3.12	5.13	13.0								
	Walla Walla	Reser Road	3R	3.29	5.17	13.0								
	Franklin	Columbia River Road	3R	2.60	3.60	12.0								
	Garfield	Kirby-Mayview MP 6.10 to 8.62	3R	6.61	8.62	12.0								
	Kittitas	Vantage Highway Improvements	3R	6.56	11.17	11.0								
	Franklin	Glade North Road All-Weather Improvement VIII - Phase 2	3R	20.60	21.62	10.5								
	Columbia	g Whetstone Road	RC	0.16	2.42	10.0	CORES	[0]	score includes core and fgts					
	Walla Walla	Mission Road	3R	0.00	1.51	10.0								
	Klickitat	g Harms Road	RC	0.00	2.54	7.0	CORES	[0]	score includes core and fgts					

County		
County	Funding Limit	Submittal Limit
ASOTIN	1,700,000	3,400,000
BENTON	2,400,000	4,800,000
COLUMBIA	1,900,000	3,800,000
FRANKLIN	2,200,000	4,400,000
GARFIELD	1,700,000	3,400,000
KITTITAS	2,200,000	4,400,000
KLICKITAT	2,400,000	4,800,000
W. WALLA	2,400,000	4,800,000
YAKIMA	3,400,000	6,800,000

Total available 16,534,000

g Gravel or part gravel surfaced

SW Region '25-'27 Preliminary Array

Bien.	CountyName	RoadName	TYPE	BMP	EMP	Visual/ Surface	Points	RATA Requested	RATA Authorized	Short Funding
'23-'25	Grays Harbor	Ocean Beach Road	RC	4.85	5.47		62.3	3,015,000	1,600,000	1,415,000
'23-'25	Thurston	Tilley Road S	3R	0.00	0.93		60.6	2,100,000	500,000	1,600,000
'23-'25	Skamania	Washougal River Road	3R	11.62	12.96		57.0	3,200,000	1,600,000	1,600,000
'23-'25	Lewis	Bunker Creek	3R	0.28	0.82		39.0	1,395,000	405,072	989,928

PSC

Grays Harbor	Middle Satsop Road Curve	RC	4.60	5.00	40.00	63.50
Skamania	Fanning Hill Reconstruction Project	RC	12.96	13.34	40.00	40.00
Grays Harbor	Pioneer Ave W and Devonshire Road Paving Project	2R	5.41	6.55	35.00	51.97
Pacific	Camp One Road Improvement	2R	2.07	3.31	32.00	68.50
Thurston	Morris Rd SE - 133rd Ave SE to 143rd Ave SE	3R	0.51	1.63	30.00	51.70
Cowlitz	South Silver Lake Road Curve Improvement	RC	4.50	5.50	25.00	72.40
Mason	Matlock Brady Road Improvement Project	3R	24.68	26.26	25.00	67.30
Lewis	Tucker	2R	1.70	3.72	20.00	80.30
Wahkiaikum	Jacobson Road paving	2R	0.00	0.33	19.00	28.60
Grays Harbor	Copalis Beach Road Paving Project	2R	0.00	2.30	18.00	81.60
Skamania	Butler Eddy Bridge Replacement Project	FA	0.92	0.95	16.17	suff rating
Mason	Cloquallum Road Improvement Project	3R	6.60	7.80	15.00	74.17
Pacific	Mill Creek	2R	0.70	2.73	12.00	87.90
Lewis	Avery Rd W	3R	0.05	0.55	10.00	88.80
Lewis	Jackson Hwy	3R	7.14	9.64	10.00	81.50
Wahkiaikum	Deep River Valley Road Drainage	DR	1.00	1.12	5.00	DR
Clark	NE Allworth Road Bridge No. 266	DR	1.34	1.38	4.00	DR
Clark	NE Allworth Road Culvert	DR	1.29	1.33	3.50	DR
Cowlitz	Coal Creek Road Improvement Project	3R	1.44	2.00	3.00	93.70
Cowlitz	PH 10 Culvert Replacement	DR	3.23	3.27	2.00	DR
Mason	Bear Creek Dewatto Rd Culvert Replacement	DR	6.10	6.26	2.00	DR
Lewis	Hwy 603	3R	10.90	11.70	1.00	98.75
Thurston	113th Ave SE / McCorkle SE - Tilley Rd S to Old Hwy 99 S	3R	14.00	15.22	1.00	98.20
Grays Harbor	Boundary Road Realignment Project	RC	8.20	8.40	-	100.00
Lewis	Swofford	RC	0.00	0.35	-	100.00
Mason	Lynch Road Culvert Replacement	DR	2.18	2.20	-	DR

Estimated SW Region Revenue = \$10,416,000 (including turned back funds)

County funding limit: \$1,600,000

County submittal limit: \$3,200,000

To: Jane Wall – Executive Director
County Road Administration Board

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

Date: June 21, 2024

Subject: May 2024 (FM11) Financial Status

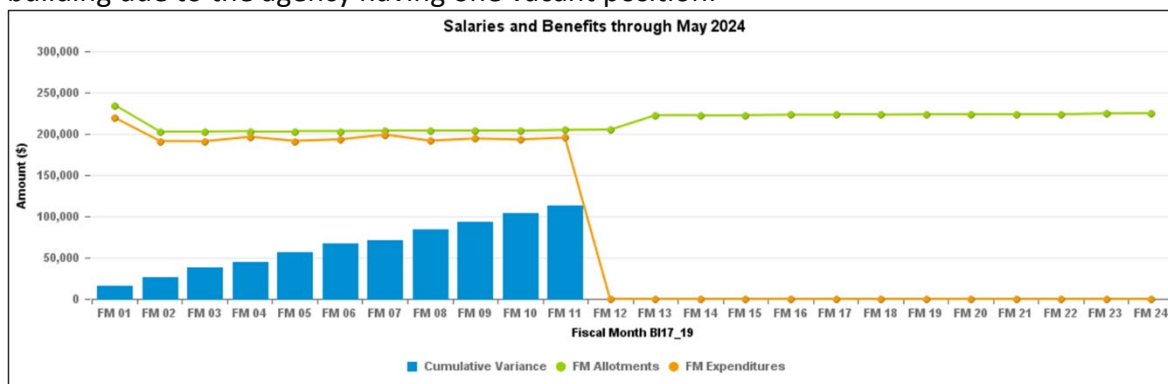
Operations Summary:

	BITD Allotment	BITD Expenditure	BITD Variance
108/010 Motor Vehicle Account	\$1,382,629	\$1,444,849	\$(62,220)
186/070 County Arterial Preservation Acct	\$820,259	\$696,556	\$123,703
102/090 Rural Arterial Trust Account	\$710,355	\$655,783	\$54,572

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 **\$112,975** cumulative for all three funds. There is a current variance building due to the agency having one vacant position.



Professional Service Contracts (C)

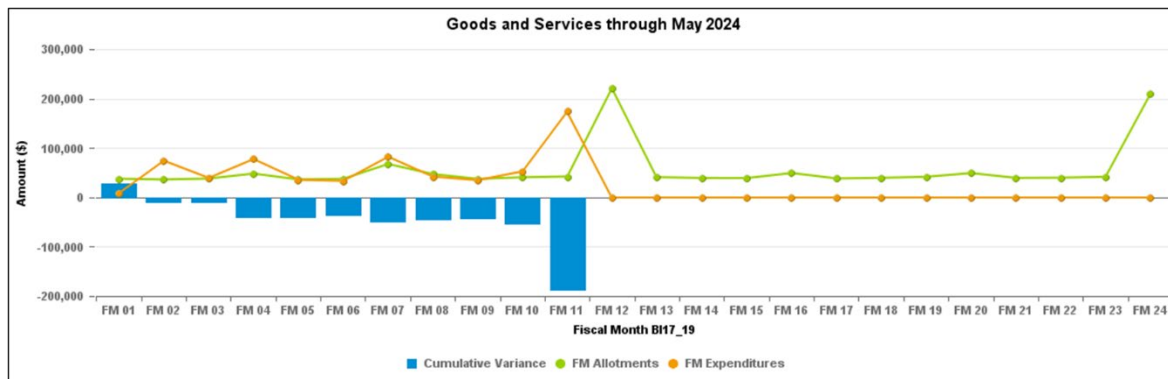
Positive BITD variance of **\$114,583** cumulative for all three funds

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

Goods & Services (E)

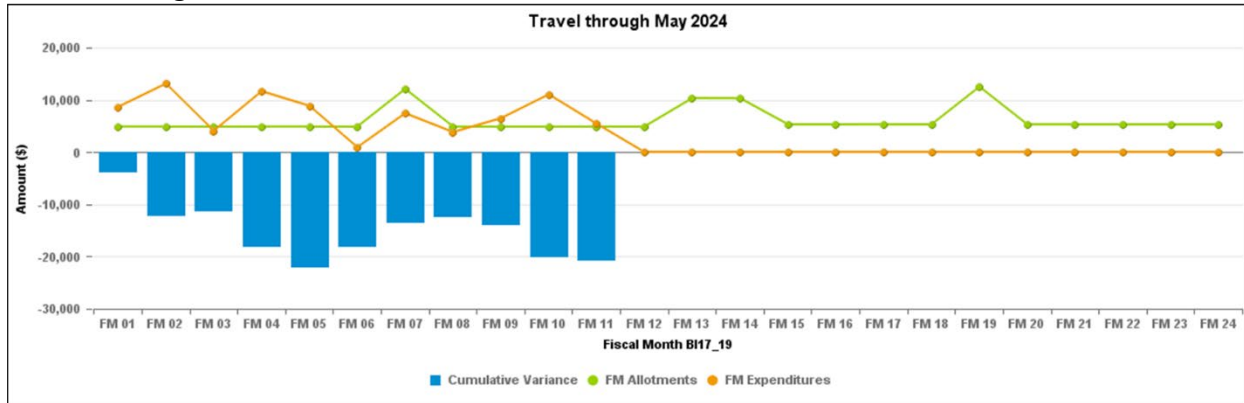
Negative BITD variance of **\$185,796** cumulative for all three funds. Negative variance has increased significantly with the reduction of positive variance in Audit Service and a large expenditure in Other Contractual Services. Significant variances are discussed below.

- EB – Communications/Telecommunications: Underspent \$6,013. Consistent small underspend vs allotment.
- EE – Repairs, Alterations & Maintenance: Underspent \$3,394. There have been no expenditures to date.
- EF – Printing & Reproduction: Underspent \$5,071. Consistent small underspend vs. allotment.
- EL – Data Processing Services: Underspent \$16,809.
- EN- Personnel Services: Overspent **\$3,942**. Small consistent overspend due to DES Training expenses vs allotment.
- EP – Insurance: Overspent **\$12,789** – 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.
- ER – Other Contractual Services: Overspent **\$107,366**. There were expenditures totaling \$107,366 in May 2024 for Berk Consulting.
- ET – Audit Services: Underspent \$5,523. Audit charges were allotted for FM07 but were not incurred until recently due to timing of audit activities. This underspend is beginning to reverse now that audit activities have commenced.
- EY – Software Licenses and Maintenance: Overspent **\$103,501**.



Travel (G)

There is a negative BITD variance of **\$20,462**.



Grants and Benefits (N) – Grants to Counties

March had grant expenditures totaling \$1,283,826. The CAPA Fund 186 has a positive variance of \$470,720 BITD, and the RATA Fund 102 has a positive \$5,886,634 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.

Christina Shearer

DES Small Agency Financial Services

County Road Administration Board Agency Summary BITD as of May 2024

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	3,978,978	1,753,321	1,658,206	95,115	2,320,772
Employee Benefits	1,177,239	516,322	498,463	17,859	678,776
Professional Service Contracts	250,000	114,583	0	114,583	250,000
Travel	147,000	61,099	81,561	(20,462)	65,439
Capital Outlays	68,898	0	10,261	(10,261)	58,637
Grants, Benefits & Client Services	109,776,000	49,709,272	43,353,599	6,355,673	66,422,401
Goods and Services	1,355,885	467,918	653,714	(185,796)	702,171
Sum:	116,754,000	52,622,515	46,255,802	6,366,713	70,498,198

Category		FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages		157,596	148,708	8,888	1,753,321	1,658,206	95,115
A	AA State Classified	136,489	126,827	9,662	1,517,144	1,411,626	105,518
	AC State Exempt	21,107	21,881	(774)	236,177	244,691	(8,514)
	AU Overtime and Call-Back	0	0	0	0	1,889	(1,889)
Employee Benefits		47,132	46,765	367	516,322	498,463	17,859
	BA Old Age and Survivors Insurance	9,771	9,282	489	106,707	100,288	6,419
	BB Retirement and Pensions	14,798	14,172	626	161,629	156,545	5,084
	BC Medical Aid & Industrial Insurance	558	463	95	6,138	5,168	970
	BD Health, Life & Disability Insurance	19,466	18,320	1,146	214,126	201,520	12,606
	BE Allowances	0	2,356	(2,356)	0	3,636	(3,636)
	BF Unemployment Compensation	0	0	0	0	7,826	(7,826)
	BH Hospital Insurance (Medicare)	2,286	2,171	115	24,966	23,454	1,512
	BK Paid Family and Medical Leave	253	0	253	2,756	(0)	2,756
	BZ Other Employee Benefits	0	0	0	0	25	(25)
Professional Service Contracts		10,417	0	10,417	114,583	0	114,583
C	CZ Other Professional Services	10,417	0	10,417	114,583	0	114,583
Goods and Services		42,156	174,091	(131,935)	467,918	653,714	(185,796)
	EA Supplies and Materials	1,300	3,050	(1,750)	14,300	17,355	(3,055)
	EB Communications/Telecommunications	926	378	548	10,174	4,161	6,013
	EC Utilities	1,364	1,384	(20)	14,996	15,374	(378)
	ED Rentals and Leases - Land & Buildings	7,643	7,643	0	84,072	84,072	(0)
	EE Repairs, Alterations & Maintenance	3,394	0	3,394	3,394	0	3,394
	EF Printing and Reproduction	536	52	484	5,884	813	5,071
	EG Employee Prof Dev & Training	0	2,276	(2,276)	20,522	21,222	(700)
	EH Rental & Leases - Furn & Equipment	209	180	29	4,101	3,433	668
	EJ Subscriptions	0	0	0	290	0	290
	EK Facilities and Services	7,013	6,892	121	74,537	76,844	(2,307)
	EL Data Processing Services (Interagency)	15,003	3,602	11,401	146,822	118,612	28,210
	EM Attorney General Services	248	(226)	474	2,722	530	2,192
	EN Personnel Services	3,629	3,330	299	37,327	41,269	(3,942)
	EP Insurance	86	86	(0)	1,970	14,759	(12,789)
	ER Other Contractual Services	0	107,366	(107,366)	3,440	110,806	(107,366)
	ES Vehicle Maintenance & Operating Cst	0	0	0	3,800	3,647	153
	ET Audit Services	0	20,048	(20,048)	28,000	22,478	5,523
	EU Office of Equity Services	0	0	0	1,958	1,958	(0)
	EW Archives & Records Management Svcs	0	0	0	754	727	27
	EY Software Licenses and Maintenance	795	18,030	(17,235)	8,745	112,246	(103,501)
	EZ Other Goods and Services	10	0	10	110	3,409	(3,299)
Travel		4,901	5,435	(534)	61,099	81,561	(20,462)
G	GA In-State Subsistence & Lodging	2,500	2,468	32	27,500	35,966	(8,466)
	GB In-State Air Transportation	0	0	0	0	233	(233)
	GC Private Automobile Mileage	667	182	485	7,333	6,327	1,006
	GD Other Travel Expenses	250	798	(548)	2,750	5,903	(3,153)
	GF Out-of-State Subsistence & Lodging	50	0	50	5,950	10,764	(4,814)

	GG	Out-of-State Air Transportation	17	0	17	1,983	6,836	(4,853)
	GN	Motor Pool Services	1,417	1,986	(569)	15,583	15,533	50
Capital Outlays			0	193	(193)	0	10,261	(10,261)
	JA	Noncapitalized Assets	0	193	(193)	0	10,261	(10,261)
	JB	Noncapitalized Software	0	0	0	0	0	0
	JC	Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services			3,743,132	1,283,826	2,459,306	49,709,272	43,353,599	6,355,673
N	NZ	Other Grants and Benefits	3,743,132	1,283,826	2,459,306	49,709,272	43,353,599	6,355,673
Total Dollars			4,005,334	1,659,018	2,346,316	52,622,515	46,255,802	6,366,713

County Road Administration Board Agency Summary - BITD by Fund as of May 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	464,399	473,721	(9,322)	562,582
Employee Benefits	315,869	141,277	141,749	(472)	174,120
Professional Service Contracts	250,000	114,583	0	114,583	250,000
Travel	13,200	6,049	15,035	(8,986)	(1,835)
Capital Outlays	6,890	0	677	(677)	6,213
Grants, Benefits & Client Services	62,487,000	27,181,605	21,294,971	5,886,634	41,192,029
Goods and Services	(7,262)	(15,953)	131,875	(147,828)	(139,137)
Sum:	64,102,000	27,891,960	22,058,030	5,833,930	42,043,971

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	41,945	42,937	(992)	464,399	473,721	(9,322)
AA State Classified	41,945	42,937	(992)	464,399	473,721	(9,322)
Employee Benefits	12,938	13,464	(526)	141,277	141,749	(472)
BA Old Age and Survivors Insurance	2,666	2,667	(1)	28,952	28,599	353
BB Retirement and Pensions	4,038	4,092	(54)	43,854	44,811	(957)
BC Medical Aid & Industrial Insurance	159	140	19	1,749	1,553	196
BD Health, Life & Disability Insurance	5,382	5,382	0	59,202	59,197	5
BE Allowances	0	560	(560)	0	900	(900)
BH Hospital Insurance (Medicare)	624	624	0	6,774	6,689	85
BK Paid Family and Medical Leave	69	0	69	746	0	746
Professional Service Contracts	10,417	0	10,417	114,583	0	114,583
CZ Other Professional Services	10,417	0	10,417	114,583	0	114,583
Goods and Services	(21,512)	111,399	(132,911)	(15,953)	131,875	(147,828)
EA Supplies and Materials	130	305	(175)	1,430	1,714	(284)
EB Communications/Telecommunications	93	0	93	1,017	39	978
EC Utilities	137	138	(1)	1,499	1,537	(38)
ED Rentals and Leases - Land & Buildings	765	764	1	8,407	8,178	229
EE Repairs, Alterations & Maintenance	339	0	339	339	0	339
EF Printing and Reproduction	54	5	49	588	81	507
EG Employee Prof Dev & Training	0	228	(228)	2,522	1,652	870
EH Rental & Leases - Furn & Equipment	36	18	18	395	278	117
EJ Subscriptions	0	0	0	290	0	290
EL Data Processing Services (Interagency)	(23,871)	0	(23,871)	(41,795)	0	(41,795)
ER Other Contractual Services	0	108,216	(108,216)	0	108,216	(108,216)
ES Vehicle Maintenance & Operating Cst	0	0	0	500	0	500
EY Software Licenses and Maintenance	795	1,723	(928)	8,745	9,745	(1,000)
EZ Other Goods and Services	10	0	10	110	435	(325)
Travel	551	1,165	(614)	6,049	15,035	(8,986)
GA In-State Subsistence & Lodging	250	1,037	(787)	2,750	8,279	(5,529)
GB In-State Air Transportation	0	0	0	0	23	(23)
GC Private Automobile Mileage	67	74	(7)	733	1,124	(391)
GD Other Travel Expenses	25	54	(29)	275	2,008	(1,733)
GF Out-of-State Subsistence & Lodging	50	0	50	550	2,231	(1,681)
GG Out-of-State Air Transportation	17	0	17	183	1,370	(1,187)
GN Motor Pool Services	142	0	142	1,558	0	1,558
Capital Outlays	0	19	(19)	0	677	(677)
JA Noncapitalized Assets	0	19	(19)	0	677	(677)
JB Noncapitalized Software	0	0	0	0	0	0
JC Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services	2,715,799	235,650	2,480,149	27,181,605	21,294,971	5,886,634
NZ Other Grants and Benefits	2,715,799	235,650	2,480,149	27,181,605	21,294,971	5,886,634
Total Dollars	2,760,138	404,635	2,355,504	27,891,960	22,058,030	5,833,930

Fund 108- Motor Vehicle Account Summary

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>3ITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	1,677,998	708,764	703,033	5,731	974,965
Employee Benefits	467,629	198,191	210,689	(12,498)	256,940
Travel	107,400	42,816	48,172	(5,356)	59,228
Capital Outlays	48,228	0	8,229	(8,229)	39,999
Grants, Benefits & Client Services	2,456,000	1,228,000	1,229,180	(1,180)	1,226,820
Goods and Services	1,222,745	432,858	473,447	(40,589)	749,298
Sum:	5,980,000	2,610,629	2,672,749	(62,120)	3,307,251

<u>Category</u>		<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Salaries and Wages		63,365	62,167	1,198	708,764	703,033	5,731
AA	State Classified	42,258	40,286	1,972	472,587	456,453	16,134
AC	State Exempt	21,107	21,881	(774)	236,177	244,691	(8,514)
AU	Overtime and Call-Back	0	0	0	0	1,889	(1,889)
Employee Benefits		18,022	19,285	(1,263)	198,191	210,689	(12,498)
BA	Old Age and Survivors Insurance	3,783	3,893	(110)	41,587	42,616	(1,028)
BB	Retirement and Pensions	5,729	5,925	(196)	62,998	66,207	(3,209)
BC	Medical Aid & Industrial Insurance	199	177	22	2,189	1,988	201
BD	Health, Life & Disability Insurance	7,328	7,328	0	80,608	80,608	(0)
BE	Allowances	0	1,052	(1,052)	0	1,452	(1,452)
BF	Unemployment Compensation	0	0	0	0	7,826	(7,826)
BH	Hospital Insurance (Medicare)	885	910	(25)	9,732	9,967	(235)
BK	Paid Family and Medical Leave	98	0	98	1,077	(0)	1,077
BZ	Other Employee Benefits	0	0	0	0	25	(25)
Goods and Services		57,142	56,325	817	432,858	473,447	(40,589)
EA	Supplies and Materials	910	2,135	(1,225)	10,010	12,211	(2,201)
EB	Communications/Telecommunications	648	377	271	7,122	4,043	3,079
EC	Utilities	955	969	(14)	10,497	10,761	(264)
ED	Rentals and Leases - Land & Buildings	5,350	5,350	(0)	58,850	59,080	(230)
EE	Repairs, Alterations & Maintenance	2,376	0	2,376	2,376	0	2,376
EF	Printing and Reproduction	375	36	339	4,119	569	3,550
EG	Employee Prof Dev & Training	0	1,593	(1,593)	14,000	14,715	(715)
EH	Rental & Leases - Furn & Equipment	134	126	8	2,883	2,600	283
EJ	Subscriptions	0	0	0	0	0	0
EK	Facilities and Services	7,013	6,892	121	74,537	76,844	(2,307)
EL	Data Processing Services (Interagency)	35,418	3,602	31,816	169,793	118,612	51,181
EM	Attorney General Services	248	(226)	474	2,722	530	2,192
EN	Personnel Services	3,629	3,330	299	37,327	41,269	(3,942)
EP	Insurance	86	86	(0)	1,970	14,759	(12,789)
ER	Other Contractual Services	0	(852)	852	3,440	2,587	853
ES	Vehicle Maintenance & Operating Cst	0	0	0	2,500	3,647	(1,147)
ET	Audit Services	0	20,048	(20,048)	28,000	22,478	5,523
EU	Office of Equity Services	0	0	0	1,958	1,958	(0)
EW	Archives & Records Management Svcs	0	0	0	754	727	27
EY	Software Licenses and Maintenance	0	12,859	(12,859)	0	83,012	(83,012)
EZ	Other Goods and Services	0	0	0	0	3,045	(3,045)
Travel		3,384	3,257	127	42,816	48,172	(5,356)
GA	In-State Subsistence & Lodging	1,750	550	1,200	19,250	16,849	2,401
GB	In-State Air Transportation	0	0	0	0	163	(163)
GC	Private Automobile Mileage	467	34	434	5,133	3,499	1,634
GD	Other Travel Expenses	175	687	(512)	1,925	1,718	207
GF	Out-of-State Subsistence & Lodging	0	0	0	4,200	6,628	(2,428)
GG	Out-of-State Air Transportation	0	0	0	1,400	3,781	(2,381)
GN	Motor Pool Services	992	1,986	(994)	10,908	15,533	(4,625)
Capital Outlays		0	135	(135)	0	8,229	(8,229)
JA	Noncapitalized Assets	0	135	(135)	0	8,229	(8,229)
JB	Noncapitalized Software	0	0	0	0	0	0
JC	Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services		0	1,280	(1,280)	1,228,000	1,229,180	(1,180)

	NZ	Other Grants and Benefits	0	1,280	(1,280)	1,228,000	1,229,180	(1,180)
Total Dollars			141,913	142,450	(537)	2,610,629	2,672,749	(62,120)

Fund 186- County Arterial Preservation Acct Summary

Category	BI Allotment	BITD Allotment	3ITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	1,264,677	580,158	481,452	98,706	783,225
Employee Benefits	393,741	176,854	146,025	30,829	247,716
Travel	26,400	12,234	18,354	(6,120)	8,046
Capital Outlays	13,780	0	1,355	(1,355)	12,425
Grants, Benefits & Client Services	35,500,000	16,633,667	16,162,947	470,720	19,337,053
Goods and Services	140,402	51,013	48,391	2,622	92,011
Sum:	37,339,000	17,453,926	16,858,524	595,402	20,480,476

Category		FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages		52,286	43,604	8,682	580,158	481,452	98,706
A	AA State Classified	52,286	43,604	8,682	580,158	481,452	98,706
Employee Benefits		16,172	14,016	2,156	176,854	146,025	30,829
	BA Old Age and Survivors Insurance	3,322	2,723	599	36,168	29,073	7,095
	BB Retirement and Pensions	5,031	4,155	876	54,777	45,527	9,250
	BC Medical Aid & Industrial Insurance	200	147	53	2,200	1,627	573
	BD Health, Life & Disability Insurance	6,756	5,610	1,146	74,316	61,715	12,601
	BE Allowances	0	743	(743)	0	1,283	(1,283)
	BH Hospital Insurance (Medicare)	777	637	140	8,460	6,799	1,661
	BK Paid Family and Medical Leave	86	0	86	933	0	933
Goods and Services		6,526	6,367	159	51,013	48,391	2,622
E	EA Supplies and Materials	260	610	(350)	2,860	3,430	(570)
	EB Communications/Telecommunications	185	1	184	2,035	78	1,957
	EC Utilities	272	277	(5)	3,000	3,075	(75)
	ED Rentals and Leases - Land & Buildings	1,528	1,529	(1)	16,815	16,814	1
	EE Repairs, Alterations & Maintenance	679	0	679	679	0	679
	EF Printing and Reproduction	107	10	97	1,177	163	1,014
	EG Employee Prof Dev & Training	0	455	(455)	4,000	4,855	(855)
	EH Rental & Leases - Furn & Equipment	39	36	3	823	556	267
	EJ Subscriptions	0	0	0	0	0	0
	EL Data Processing Services (Interagency)	3,456	0	3,456	18,824	0	18,824
	ER Other Contractual Services	0	2	(2)	0	2	(2)
	ES Vehicle Maintenance & Operating Cst	0	0	0	800	0	800
	EY Software Licenses and Maintenance	0	3,447	(3,447)	0	19,489	(19,489)
	EZ Other Goods and Services	0	0	0	0	(71)	71
Travel		966	1,013	(47)	12,234	18,354	(6,120)
G	GA In-State Subsistence & Lodging	500	881	(381)	5,500	10,838	(5,338)
	GB In-State Air Transportation	0	0	0	0	47	(47)
	GC Private Automobile Mileage	133	74	59	1,467	1,704	(237)
	GD Other Travel Expenses	50	58	(8)	550	2,177	(1,627)
	GF Out-of-State Subsistence & Lodging	0	0	0	1,200	1,904	(704)
	GG Out-of-State Air Transportation	0	0	0	400	1,684	(1,284)
	GN Motor Pool Services	283	0	283	3,117	0	3,117
Capital Outlays		0	39	(39)	0	1,355	(1,355)
	JA Noncapitalized Assets	0	39	(39)	0	1,355	(1,355)
	JB Noncapitalized Software	0	0	0	0	0	0
	JC Furnishings & Equipment	0	0	0	0	0	0
Grants, Benefits & Client Services		1,027,333	1,046,896	(19,563)	16,633,667	16,162,947	470,720
H	NZ Other Grants and Benefits	1,027,333	1,046,896	(19,563)	16,633,667	16,162,947	470,720
Total Dollars		1,103,283	1,111,934	(8,651)	17,453,926	16,858,524	595,402

Fund 26P- Move Ahead WA Account Summary

Category	BI Allotment	BITD Allotment	3ITD Expenditures	BITD Variance	BI Variance
Grants, Benefits & Client Services	9,333,000	4,666,000	4,666,500	(500)	4,666,500
Sum:	9,333,000	4,666,000	4,666,500	(500)	4,666,500

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

COMPLIANCE MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – July 25-26, 2024

Reporting Period: mid-April 2024 thru August 2024

COMPLIANCE

Conditional Certificates of Good Practice – Narrative Reports from the Counties

- **Clallam County** – Late reporting, April 2024 submittals.

“To insure timely submittal of future reports to CRAB, Clallam County Public Works will be implementing the following;

- 1) Make sure all staff with CARS access is familiar with the system before the next reporting deadline.
- 2) Implement a double-check protocol. This will entail a review of the CARS system by the Office Administrator on March 31st to verify that all required reports are complete and submitted.”

- **Pacific County** - Late reporting, December 2023 submittals and April 2024 submittals.

“In regards to the measures that have been implemented in the office of the Pacific County Department of Public Works I have done the following ensure that our required reporting will be done so in a timely manner.

- On May 7-9, 2024 I attended the Office of the County Engineer Training that was held at the CRAB office.
- I have since printed and created binders that include the following:
 - Desk Reference Manual
 - Calendar of County Due Dates
 - Intro to County Engineering in Washington (to have a better understanding of the scope of the County Engineer)
- I have created tickler notifications in my outlook with reminders on upcoming due dates.

Please also note that in the beginning of March 2024 I hired on an Accounting Manager and as of April 1, 2024 I also added an Operations Manager as well as a Deputy Director. Previous to filling these three positions I was the only senior management employee in my office between September 15, 2023 and the beginning of March 2024. I feel having these three positions filled with competent staff will allow me the additional time I need to stay on top of things that hold a higher priority. “

- **Asotin County** – Late reporting, December 2023 submittals and April 2024 submittals, required NBIS bridge inspections.

“Asotin County has been working on several items to make sure that we meet the required deadlines for several of the reports, and other items, that are required by CRAB. We have made progress in updating several of the Resolutions that are required to be updated, these include the Organization Chart, the Survey Monument Preservation Policy, the ER&R Policy and Adopted Rates and within the next couple of weeks I will have the County Road Standards and Work for Others Policy updated. I have been working with Scott Linja, Keller and Associates, on the County’s updating of the Road Standards.

I have also worked directly with WSDOT, Sonia Lowry & Darren Nebergall, on getting the bridges in Asotin County inspected. Darren has provided the County with a complete list of Bridge Inspection Reports for all the bridges that were inspected. I am currently working on updating the County’s 6 year plan. Scott Linja and I will review the County’s 6 year plan, along with the Bridge Inspection Reports, and anticipate submitting these documents to CRAB by the end of August, or earlier.

I have started our budget process a little earlier than normal with our County Commissioners and will make sure that all required reports are submitted on or before their due date and certainly before our budget is formally adopted later this fall. I have a couple more “house keeping” Resolutions to update which I’ll be working on throughout the summer and early fall...”

- **Grays Harbor County** – Required NBIS bridge load ratings

“We have 2 remaining load ratings plus our list of deferred bridges. One of the two has been assigned to Sargent Engineers and is in progress. The Other will be assigned to Trantech. We are waiting on an invoice for an in depth inspection to see if we have enough funds remaining in the contract, but are working on a supplement to take to the board shortly after I return. Once we complete the load ratings we will make a plan on how to tackle the deferred bridges.”

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.



9. WSACE Managing Director Update

Axel Swanson

