



AGENDA

County Road Administration Board
October 29-30, 2015
CRAB Office - Olympia, Washington

Thursday
1:00 PM

1 Call to Order

2 Chair's Report - Commissioner Snyder

- A. Introductions
- B. Introduce new CRAB Counsel Ann Salay
- C. Approve October 29-30, 2015 Agenda
- D. Approve Minutes of July 16-17, 2015 CRAB Board Meeting

Info	
Info	
Action	Enclosure
Action	Enclosure

3 Rural Arterial Program - Randy Hart, PE

- A. Program Status Report
- B. Project Request Actions Taken by CRAB Staff
- C. Resolution 2015-012 - Apportion July 2015 RATA Funds to Regions
- D. Resolution 2015-013 - Apportion RATA Funds to Regions
- E. Consider Call for Projects

Info	Enclosure
Info	Enclosure
Action	Enclosure
Action	Enclosure
Action	Enclosure

2:00 PM

4 Public Hearing

- A. WAC 136-25 Standard of Good Practice-Traffic Law Enforcement Expenditures
- B. WAC 136-150-022 Ascertain the expenditures for traffic law enforcement; and
WAC 136-150-024 Ascertain the expenditures for marine navigation and moorage purposes; and
WAC 136-150-030 Identifying eligible counties

Action	Enclosure
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Action	Enclosure
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5 Director's Report - Jay Weber

- A. Director's Activities
- B. 2016 Meeting Schedule
- C. Approve Annual Certification Form
- D. 2015-17 Current Budget Status
- E. Decision Package Submittal

Info	
Action	Enclosure
Action	Enclosure
Info	Enclosure
Info	Enclosure

RECESS

5:30 PM Dinner at Anthony's Homeport

Friday
8:30 AM

6 Call to Order

7 WSACE Managing Director Report - Gary Rowe

Info	
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8 Mason County Audit Update - Jeff Monsen, PE

Info	Enclosure
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9 Deputy Director's Report - Walt Olsen, PE

- A. County Engineers/PWD Status
- B. County Visits
- C. State Auditor's Reports
- D. Deputy Director's Activities
- E. Maintenance Manager's Report

Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure
Info	Enclosure

10 Staff Updates

- A. Information Technology - Steve Hillesland
- B. Compliance and Data Analysis - Derek Pohle, PE
- C. Intergovernmental Policy - Jeff Monsen, PE

Info	Handouts
Info	Enclosure
Info	Enclosure

ADJOURN

Chairman's Signature: _____

Attest: _____

Minutes
County Road Administration Board
July 16-17, 2015
CRAB Office – Olympia, Washington

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

Staff Present: Jay Weber, Executive Director
 Walt Olsen, PE, Deputy Director
 Steve Hillesland, Assistant Director
 Karen Pendleton, Executive Assistant
 Jeff Mosen, PE, Intergovernmental Policy Manager
 Derek Pohle, PE, Compliance & Data Analysis Manager
 Rhonda Mayner, Secretary
 Randy Hart, PE, Grant Programs Manager
 Don Zimmer, Inventory Systems Manager
 Bob Davis, Systems Manager
 *Bob Moorhead, PE, Maintenance Manager
 **Jim Ayres, Design Systems Engineer

Guests: Paul Randall-Grutter, PE, Skagit County Engineer
 *Chad Johnson, Budget Analyst, Small Agency Financial Services
 *Unidentified female member of the public
 **Gary Rowe, WSACE Managing Director

**July 16, 2015 only*

***July 17, 2015 only*

CALL TO ORDER

Chair Snyder called the County Road Administration Board quarterly meeting to order at 1:00 pm on Thursday, July 16, 2015, at the CRAB Office in Olympia. He asked that all cell phones be silenced and that guests sign in.

CHAIR'S REPORT

Introductions

Chair Snyder introduced new CRABoard members Council Member Lambert, who was participating via conference call as she was driving to the meeting, and Commissioner Janicki, and welcomed them to the Board. He noted that Vice-Chair Stacy was re-appointed to a new term. He also introduced Chad Johnson.

Approve Agenda for the July 16-17, 2015 Meeting

Commissioner Schulte moved and Second Vice-Chair Woods seconded to approve the agenda as presented. **Motion passed unanimously.**

Approve Minutes of April 16-17, 2015 CRABoard Meeting

Vice-Chair Stacy moved and Mr. Storey seconded to approve the minutes of the April 16-17, 2015 CRABoard meeting. **Motion passed unanimously.**

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

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

Commissioner Coffman moved and Mr. Storey seconded to retain the current slate of officers. **Motion passed unanimously.**

CERTIFICATIONS

Resolution 2015-006 Certifying the 2015 Master Road Log

Mr. Zimmer presented Resolution 2015-006 - Certifying the 2015 Master County Roadlog, to reflect the county road system as of January 1, 2015. He noted that this is the first time in ten years that the counties actually gained road miles overall. All 39 counties are compliant, and staff recommends approval of the roadlog.

After discussion and questions, Second Vice-Chair Woods moved and Commissioner Schulte seconded to approve Resolution 2015-006 - Certifying the 2015 Master County Roadlog. **Motion passed unanimously.**

Resolution 2015-007 Regarding Roadway Categories and Unit Costs for the 2015 and 2016 County Fuel Tax Distribution

Mr. Zimmer reviewed the process of determining the fuel tax distribution for the counties.

He presented Resolution 2015-007 - Regarding Roadway Categories and Unit Costs for the 2015 and 2016 County Fuel Tax Distribution, which certifies the factors used in the computation of the fuel tax allocation factors. Staff recommends approval of the resolution.

After discussion and questions, Commissioner Schulte moved and Commissioner Mielke seconded to approve Resolution 2015-007 - Regarding Roadway Categories and Unit Costs for the 2015 and 2016 County Fuel Tax Distribution. **Motion passed unanimously.**

RURAL ARTERIAL PROGRAM

Program Status Report

Mr. Hart reviewed the Rural Arterial Program project status report. He noted that 1,012 projects have been completed to date. Anticipated revenue to the end of the 2015-2017 biennium is \$560,077,269. RAP expenditures to date total \$502,587,168. RAP obligations remaining are \$120,773,876.

Chair Snyder called for a brief recess.

PUBLIC HEARING

Chair Snyder opened the public hearing at 2:06 pm.

Mr. Hart presented staff's proposed revisions to WAC 136-167-040. He noted that the WAC defines CRAB's policies for lapsing of RATA funded projects, and also specifies conditions for allowing time extensions. The two current extensions allowed are those requested by the county when sufficient justification is provided; and those applied by the CRABoard by use of a moratorium on project lapsing so that the board can effectively manage the RATA balance when needed.

The revision adds a third extension type which allows the CRABoard, at its discretion, to grant an extension for RAP-funded projects for the benefit of public safety, health or general welfare.

Mr. Weber noted that there is an emergency WAC in place addressing this issue, and approval of this action would make that measure permanent.

This proposed revision has been published and has received no public input to date. Staff recommends adoption of the proposed revision.

Chair Snyder opened the hearing for public comment. Hearing none, Chair Snyder closed the public comment portion of the hearing.

Commissioner Mielke moved and Council Member Lambert seconded to approve the revisions to WAC 136-167-040 as presented. **Motion passed unanimously.**

Chair Snyder closed the public hearing at 2:14 pm.

RURAL ARTERIAL PROGRAM continued

Regional Meetings Update

Mr. Hart reported on items discussed at the recent meetings in all regions. He noted that all regions supported a new call for projects in 2016. The Northeast, Northwest, and Southeast regions are working on revising some of the rating methods. RAP Online Training was conducted in each county in the Puget Sound Region in April, May and June.

Resolution 2015-008 Apportion RATA Funds to Regions

Mr. Hart presented Resolution 2015-008 – Apportion RATA Funds to Regions, which apportions the accrued amount of \$4,538,277 now credited to RATA for April 2015 through June 2015 to the regions by the established 2013-2015 biennium regional percentages after setting aside \$123,000 for administration. Staff recommends approval of the resolution.

Commissioner Mielke moved and Commissioner Schulte seconded to approve Resolution 2015-008 – Apportion RATA Funds to Regions. **Motion passed unanimously.**

Resolution 2015-009 To Establish Regional Percentages for the Apportioning of RATA Funds During the 2015-2017 Biennium

Mr. Hart presented Resolution 2015-009 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2015-2017 Biennium, which sets the apportionment percentages for the five regions.

Commissioner Schulte moved and Vice-Chair Stacy seconded to approve Resolution 2015-009 – To Establish Regional Percentages for the Apportioning of RATA Funds During the 2015-2017 Biennium. **Motion passed unanimously.**

Resolution 2015-010 To Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds

Mr. Hart presented Resolution 2015-010 – To Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds, which approves funding for Lincoln County's Miles Creston Bridge in the amount of \$712,000.

Mr. Storey moved and Second Vice-Chair Woods seconded to approve Resolution 2015-010 – To Approve 2015-2017 RAP Projects and Allocate Estimated 2015-2017 RATA Funds. **Motion passed unanimously.**

Project Request Actions Taken by CRAB Staff

Mr. Hart noted activities and requests handled by staff since the April 2015 CRABoard Meeting.

He reported that on April 26, 2015 the CRABoard approved \$248,383 in new funding for Spokane County's Bigelow Gulch project. As the county was preparing to sign the

contract agreement for the new funding, they informed CRAB staff on April 29 that there was an earlier agreement for this same section, covering the same scope of work. It was discovered that the earlier RAP Contract did not accomplish the widening and resurfacing cited in the prospectus that was submitted in August of 2002. CRAB staff determined that the county was likely ineligible for the new funding since it proposed work for which the county had been already been reimbursed. The county therefore did not forward to CRAB the new contract.

After CRAB staff review, the county was contacted on May 2 and given the following options if it wished to pursue RATA funding on the new proposal:

- Pay back the \$1,500,000 of expended RATA funds. The county could then sign a new contract for the \$248,383 awarded of the \$2,579,100 requested. **Increase allowed, possibly.**
- Retain the original \$1,500,000 but build the Phase 3 project with county or other funding. **No increase available.**
- Retain the original \$1,500,000 and reduce the new RATA request from \$2.7M to \$1.2M. **No increase allowed.**
- Retain \$312,500 estimated as eligible for work done on Phase 3 and pay back the remaining \$1,187,500. **No increase allowed.**

The county was informed that the last three options would require CRABoard action.

CRAB staff also requested background on the project that was approved in 2003. The county emailed a description of the project's funding and construction. In summary, Federal (STP) and Freight Mobility Strategic Investment Board funds that the county anticipated using at Bigelow and Argonne Road intersection were no longer available, so the county used all its RATA funding on the intersection to help make up the shortfall. The intersection is outside of the original project limits except for the western Bigelow Gulch Road approach, about 700 feet, or 12% of the original project length.

After a brief visit with County Engineer Mitch Reister on July 8, 2015, CRAB staff was informed that the county would seek CRABoard consideration of alternative methods to address this issue at this meeting.

Commissioner Mielke noted that the county is looking into pay back options, and Mr. Olsen added that he spoke with Mr. Reister on July 14, 2015 and received the same indications.

EXECUTIVE DIRECTOR'S REPORT

2013-15 Budget Close-out

Mr. Weber introduced Mr. Johnson, who reported that the agency is in line to finish out the biennium as expected. Mr. Weber noted that Fund 108 will be spent down to \$0 as usual, while the balances in the RATA and CAPA accounts will carry over into the next biennium.

2015-17 Budget

Mr. Johnson noted that the agency will be submitting a supplemental budget request for Capital Funds in the RATA account. This is a usual occurrence. He also noted that the \$10 million in biennial funds formerly received from the Highway Safety Account were not approved. However, an additional \$10 million in biennial funds will be paid from the Motor Vehicle Fuel Tax account into Fund 108, which will give those funds 18th Amendment protection. Also, CRAB will receive a 3% funding increase for approved salary and wages increases across all three funds.

Lease Renewal

Mr. Weber reported that the lease on CRAB's office space has been renewed through December 2020, with the months of January through March 2016 at no rental cost to the agency. The building owners have agreed to complete some minor repairs and to upgrade the HVAC system in the building.

Mr. Weber noted some of his other activities since the April 2015 CRABoard meeting.

Chair Snyder called for a brief recess.

MAINTENANCE MANAGEMENT REPORT

Mr. Moorhead reported that since the April 2015 CRABoard meeting he has completed RAP Project File and/or Field Reviews in Thurston, Okanogan, Columbia, and Douglas Counties, as well as a Gravel Roads Study in Stevens County. He has also attended four Regional RAP meetings and the WSACE Annual Conference.

He noted on CRAB training sessions conducted since April 2015, and future training scheduled for August through October.

He updated the Board on the results of a survey circulated among the county engineers to help determine the parameters of the Gravel Roads Study. He noted plans to conduct a survey of the Maintenance Managers and Superintendents, and is scheduling site visits with selected representative counties in August and September.

Chair Snyder recessed the meeting at 3:45 pm on July 16, 2015. The CRABoard meeting will resume July 17, 2015 at 8:30 am.

**County Road Administration Board
Friday, July 17, 2015**

CALL TO ORDER

The second day of the CRABoard meeting was called to order by Chair Snyder at 8:30 am on July 17, 2015.

GARY ROWE

Mr. Rowe spoke briefly about the National Association of County Engineers Conference in Daytona Beach and the Washington State Association of County Engineers Annual Conference in Leavenworth. He updated the Board on bills of interest to the counties that were heard during the 2015 Washington State legislative session.

RAP OBLIGATIONS HISTORICAL LEVELS

Mr. Hart presented graphs of RAP account activity since 1983 and of the activity as compared to the funds obligated.

DEPUTY DIRECTOR'S REPORT

County Engineers/Public Works Directors

Mr. Olsen announced the following changes in status of County Engineers since April 2015:

1. Chelan County announced that they have appointed Eric Pierson, PE as PWD/County Engineer, effective April 20, 2015.
2. Asotin County announced the resignation of PWD/County Engineer Jim Bridges, PE, effective June 5, 2015. Asotin County is working on an inter-local agreement with Garfield County for engineering services in the interim and will notify CRAB when a new Public Works Director/County Engineer is hired.

County Visits

Official County Visits to Clark County, Pend Oreille County, Thurston County, Stevens County, Spokane County, Okanogan County, and San Juan County were conducted since the April 2015 CRABoard meeting.

Numerous contacts with County Engineers took place in other venues.

State Auditor's Report

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

CRAB has reviewed 17 audit reports representing 10 counties since the April 2015 board meeting. Three audits contained a total of four findings issued and one involved County Road Funds in some form. Any audits with “Y” in the “Co. Rd?” column revealed substantive findings involving County Road Funds.

Report #	Entity/Description	Report Type	Audit Period	Release Date	New Finding#	Co.Rd.?	PrevFind#	Status
1013972	Mason County	Accountability	01/01/2013 to 12/31/2013	4/13/2015	1	N	3	Ongoing
1013984	King County	Attestation Engagements	07/01/2012 to 06/30/2013	4/13/2015				
1014114	Adams County	Financial and Federal	01/01/2013 to 12/31/2013	5/7/2015	1	Y	1	Resolved
1014135	Adams County	Accountability	01/01/2012 to 12/31/2013	5/4/2015				
1014390	Snohomish County	Accountability	07/01/2013 to 06/30/2014	6/4/2015				
1014442	Thurston County	Attestation Engagements	07/01/2013 to 06/30/2014	6/4/2015				
1014463	Grant County	Accountability	01/01/2013 to 12/31/2013	6/15/2015		N	1	Ongoing
1014487	Thurston County	CAFR	01/01/2014 to 12/31/2014	6/22/2015				
1014536	Thurston County	Accountability	01/01/2014 to 12/31/2014	7/6/2015				
1014553	King County	CAFR	01/01/2014 to 12/31/2014	6/22/2015				
1014554	King County	Financial	01/01/2014 to 12/31/2014	6/25/2015				
1014573	Thurston County	Financial and Federal	01/01/2014 to 12/31/2014	7/6/2015	2	N		Ongoing
1014617	Kitsap County	CAFR	01/01/2014 to 12/31/2014	6/25/2015				
1014633	Benton County	CAFR	01/01/2014 to 12/31/2014	6/30/2015				
1014644	Pierce County	CAFR	01/01/2014 to 12/31/2014	6/26/2015				
1014646	Chelan County	CAFR	01/01/2014 to 12/31/2014	6/30/2015				
1014680	Kitsap County	Attestation Engagements	01/01/2014 to 12/31/2014	6/30/2015				

Activities

Mr. Olsen reviewed a list of his activities since the April 2015 CRABoard meeting.

Chair Snyder called for a brief recess.

STAFF REPORTS

Assistant Director

Mr. Hillesland noted that the main focuses of the IT Department are to support the counties and to assist the counties in being more efficient and effective. He spoke briefly about the design and capabilities of Mobility, and the training and support of design systems.

He updated the Board on the progress of the development of the Mobility Systemic Safety Project Selection Tool, and gave a brief demonstration of the Transportation Metrics Dashboard.

He introduced Mr. Ayres, who gave a demonstration on the use of Unmanned Aerial Vehicles in the counties.

Intergovernmental Policy Manager

Mr. Monsen reported that since the April 2015 CRABoard meeting, he has had general discussions at the County Engineer offices in Skagit, San Juan, Whatcom, Cowlitz, Lewis, Mason, and Okanogan Counties.

He summarized his other activities, including attending the National Association of County Engineers Conference in Daytona Beach and the Washington State Association of County Engineers Annual Conference in Leavenworth.

He reported that at the County Engineers' Training held May 12-14 in the CRAB offices, there were 12 participants representing eight counties. In addition, mini sessions were held in Clark County with 32 participants and in San Juan County with six participants.

Mr. Monsen briefed the Board on the revenues generated through the fuel tax and how those are distributed.

He briefed the Board on the 2015 Legislative Session Transportation Revenue package, including new terminology, the base budget and supplemental budget, the fuel tax increase, and the additive budget for RAP and CAPP.

He updated the Board on the 2013 Mason County Audit Finding, which said that during 2010 through 2012, the ER&R Fund did not charge funds equitably. The county's 2015 audit report stated that this finding had been partially resolved. No action is recommended at this time. Mr. Monsen indicated that he would provide an update at the October 2015 Board meeting.

Compliance and Data Analysis

Mr. Pohle reported that all of the 39 counties submitted the required Road Log Update forms and documentation by the May 1 deadline.

He reiterated the vacancies and changes in the position of County Engineers since the April 2015 CRABoard meeting.

He reported that all counties are now in compliance in the issue of over-diverting of county road funds.

Staff is requesting direction from the Board to move forward with the formal WAC rule making process regarding a new standard of good practice WAC 136-25 and amendments to WAC 136-150 Eligibility for RATA Funds.

Commissioner Schulte moved and Commissioner Coffman seconded to move forward with the formal rule-making process and schedule a public hearing on the issue for

Thursday, October 29, 2015 at 2:00 pm in the CRAB Board Room. **Motion passed unanimously.**

Mr. Pohle noted that in the 2015 Legislative session, EHB 1868 added a new eligible road purpose to RCW 36.82.070, marine navigation and moorage, for those counties comprised entirely of islands, effectively San Juan and Island counties. It is staff's position that due to the requirement for a special and identifiable account required to be set up within the Road Fund for sequestration of road levy, rules and an annual certification should be developed and adopted. Staff requests direction from the Board to move forward with the formal WAC rule making process.

Commissioner Schulte moved and Commissioner Janicki seconded to move forward with the formal rule-making process and schedule a public hearing on the issue for Thursday, October 29, 2015 at 2:00 pm in the CRAB Board Room. **Motion passed unanimously.**

Mr. Pohle summarized his other activities since the April CRABoard meeting.

EXECUTIVE SESSION

Vice Chair Stacy moved and Commissioner Mielke seconded to move into executive session to discuss Resolution 2015-011 – Executive Director's Salary. **Motion carried unanimously.** Staff was excused from the meeting room at 11:58 am.

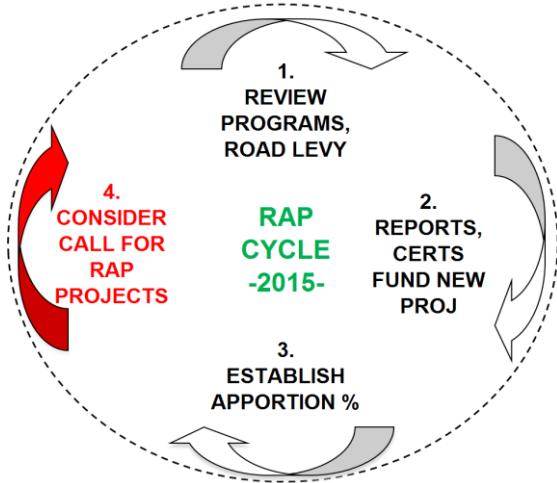
Following the close of the executive session, Commissioner Mielke moved and Commissioner Janicki seconded to approve Resolution 2015-011 – Executive Director's Salary, giving Mr. Weber a 4.6% cost of living wage increase effective July 1, 2015. **Motion passed unanimously.**

Chair Snyder adjourned the CRABoard meeting at 12:10 p.m.

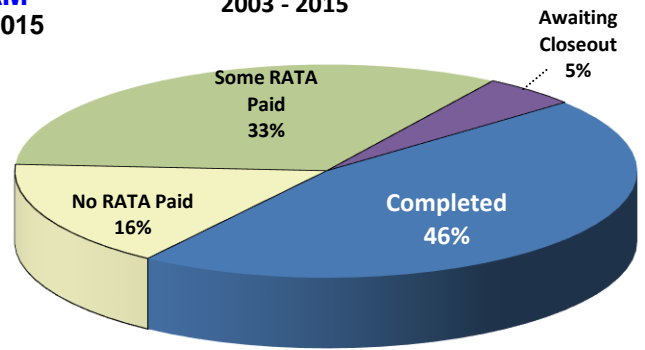
Chair

Attest

RURAL ARTERIAL PROGRAM OCTOBER, 2015



**Projects Funded
2003 - 2015**



PROJECT STATUS:

Billing Phase	'83-'03	'03-'05	'05-'07	'07-'09	(Two Biennia)		Current	TOTAL
					'09-'13	'13-'15	'15-'17	
Completed	886	43	26	38	22	6	1	1022
Awaiting Closeout		2		1	3	4		10
Some RATA paid	1		2	5	19	38	3	68
No RATA Paid						2	31	33
TOTAL	887	45	28	44	44	50	35	1133

FUND STATUS:

Anticipated Revenue to end of '13 - '15 Biennium:

Fuel tax receipts and interest through June, 2015	522,051,074
Estimated fuel tax receipts, interest and MVA Transfers July 2015 thru June 2017	39,531,400
Total estimated revenue	561,582,474

RAP Expenditures to date:

To Completed Projects	470,510,427
To Projects in Design or Under Construction	30,924,536
Administration	10,011,712
Total RATA spent	511,446,675

RAP Obligations:

RATA Balance on Active Projects	110,797,017
RATA \$ yet to allocate to Partially funded projects -	\$19,784,889
Estimated remaining administration through 2015- 2017 biennium	846,000
Total RATA obligated	131,427,906

QTR3 - 2015 RATA ACTIVITY:

MONTH	BEGINNING BALANCE	MVFT REVENUE	INTEREST + Cash Rcpts	PROJECT PAYMENTS	#	ADMIN CHARGES	ENDING BALANCE
July	\$17,653,951.42	\$1,634,704.42	\$7,627.20	(671,651.46)	32	(39,216.09)	\$18,585,415.49
August	\$18,585,415.49	\$1,667,754.79	\$9,533.67	(3,576,152.59)	23	(39,892.73)	\$16,646,658.63
September	\$16,646,658.63	\$1,708,291.37	\$9,438.50	(1,008,427.71)	15	(36,624.08)	\$17,319,336.71
TOTALS:		\$5,010,750.58	\$26,599.37	(5,256,231.76)	70	(115,732.90)	

Project Actions Taken By CRAB Staff – Quarter 3, 2015

I. Douglas County’s Coulee Meadows Road - RAP Project 0913-01 – Scope Increase:

Douglas County, per their letter dated July 19, 2015 requested a scope change to their Coulee Meadows Road project, extending the milepost limits from 4.00 – 7.35 to 4.00 – 7.44, with no change in RATA funding.

Need to match previous project milepost limits:

During design, the county discovered that the terminus of the previously completed and adjacent project ended at milepost 7.44, not 7.35. The county requested the limits for the current project be extended to that location so no gaps are left in the overall improvements. The county did not request any change in RATA funding which is \$2,322,900.

CRAB staff found that the rating points for the increased length project decreases the score from 97.94 to 97.78, and the project retains its’ position in the funding array. After review and confirmation with the CRAB Director, on July 27, 2015 an amended contract was offered the county which revised the milepost limits to 4.00 – 7.44.

II. Whitman County’s Almota Road Phase 4 - RAP Project 3810-01 - Scope Increase:

Whitman County, per their letter to CRAB dated October 14, 2015 requested an increase in project length, revising the milepost limits from 8.39 – 11.56 to 7.96 – 11.56, with no change in RATA funding.

Treatment of steep grade requires extension of project limits:

The beginning of the project listed in the prospectus was milepost 8.39. As the county pursued design, it realized this location is near the top of a steep crest vertical curve that was listed for prospectus improvements. The county requested the limits be extended through the curve in order to flatten the grade for its’ entire length, back to milepost 7.96. The county is not seeking a change in the RATA funding, which is \$2,738,700.

CRAB staff found that the rating points for the increased length lowers the project score from 70.38 to 69.76, still well above the next funded 3R project, which scored 59.74. After review and confirmation with the CRAB Director, on October 26, 2015 an amended contract was offered the county which revised the milepost limits to 7.96 – 11.56.

III. Columbia County's South Touchet Road, time extension request:

Columbia County, per their letter dated October 21, 2015 requested a two year extension of the lapsing date for their South Touchet Road project, from April 16, 2016 to April 16, 2018.

Multiple county projects have impacted timing of South Touchet construction:

RAP funded Tucannon Road has been delayed (see April CRABoard meeting) due to environmental and right of way issues during WSDOT review. RAP funded Lyons Ferry Road was also delayed due to a lengthy permitting process involving the Army Corps of Engineers. These delays have had a domino effect on construction scheduling, and the county plans to build three RAP funded projects, including these two, in 2016. This pushes South Touchet, which is currently at 60% design level, to 2017. The county therefore requested a full two year extension of construction to April 16, 2018, assuring it will pursue the project to delivery by that time.

CRABstaff found the issues of project delay impacting South Touchet Road were unforeseen and beyond the county's control, and therefore granted an extension in construction lapsing to April 16, 2018.

**RESOLUTION 2015-012
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 2013 - 2015 biennium at its meeting of August 1, 2013; and
- WHEREAS** RCW 36.79.050 specifies the apportionment percentages that the CRABoard shall use once each calendar quarter 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 \$1,634,704 deposited to the RATA in July 2015, be apportioned to the regions by their 2013 - 2015 biennium regional percentages after setting aside \$41,000 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2013 - 2015)</u>	<u>PRIOR PROGRAM (1983 - 2013)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		41,000	971,250	10,017,565	10,988,815
NORTHEAST	43.49%	693,102	15,797,250	202,646,996	218,444,246
NORTHWEST	11.13%	177,379	4,042,846	54,467,934	58,510,781
PUGET SOUND	6.73%	107,256	2,444,596	34,556,630	37,001,227
SOUTHEAST	23.66%	377,070	8,594,227	111,959,322	120,553,549
SOUTHWEST	14.99%	238,896	5,444,948	71,107,509	76,552,456
TOTAL	100.00%	1,634,704	37,295,118	484,755,956	522,051,074

Adopted by the CRABoard on October 29, 2015

Chair's Signature

ATTEST

**RESOLUTION 2015-013
 APPORTION RATA FUNDS TO REGIONS**

- WHEREAS** RCW 36.79.030 establishes the Northeast, Northwest, Puget Sound, Southeast and Southwest Regions in Washington State for the purpose of apportioning Rural Arterial Trust Account (RATA) funds; and
- WHEREAS** RCW 36.79.040 specifies the manner in which RATA funds are to be apportioned to the five regions; and
- WHEREAS** the CRABoard established regional apportionment percentages for the 2015 - 2017 biennium at its meeting of July 16, 2015; and
- WHEREAS** RCW 36.79.050 specifies the apportionment percentages that the CRABoard shall use once each calendar quarter 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 \$5,275,992 deposited to the RATA in August, September and October 2015, which **includes \$136,750 transferred in from the Motor Vehicle Account** (new funding), be apportioned to the regions by their 2015 - 2017 biennium regional percentages after setting aside \$121,125 for administration.

<u>REGION</u>	<u>DISTRIBUTION PERCENT</u>	<u>CURRENT APPORTION</u>	<u>BIENNIAL APPORTION (2015 - 2017)</u>	<u>PRIOR PROGRAM (1983 - 2015)</u>	<u>PROGRAM TO DATE</u>
ADMIN.		121,125	121,125	10,988,815	11,109,940
NORTHEAST	43.77%	2,256,285	2,256,285	218,444,246	220,700,531
NORTHWEST	10.89%	561,365	561,365	58,510,781	59,072,146
PUGET SOUND	6.82%	351,562	351,562	37,001,227	37,352,789
SOUTHEAST	23.62%	1,217,580	1,217,580	120,553,549	121,771,129
SOUTHWEST	<u>14.90%</u>	<u>768,075</u>	<u>768,075</u>	<u>76,552,456</u>	<u>77,320,532</u>
TOTAL	100.00%	5,275,992	5,275,992	522,051,074	527,327,066

Adopted by the CRABoard on October 29, 2015

 Chair's Signature

 ATTEST

County Road Administration Board – October 29, 2015
Establishing a funding period in 2017 - 2019
WAC 136-161-020

Basis for CRABoard consideration and action:

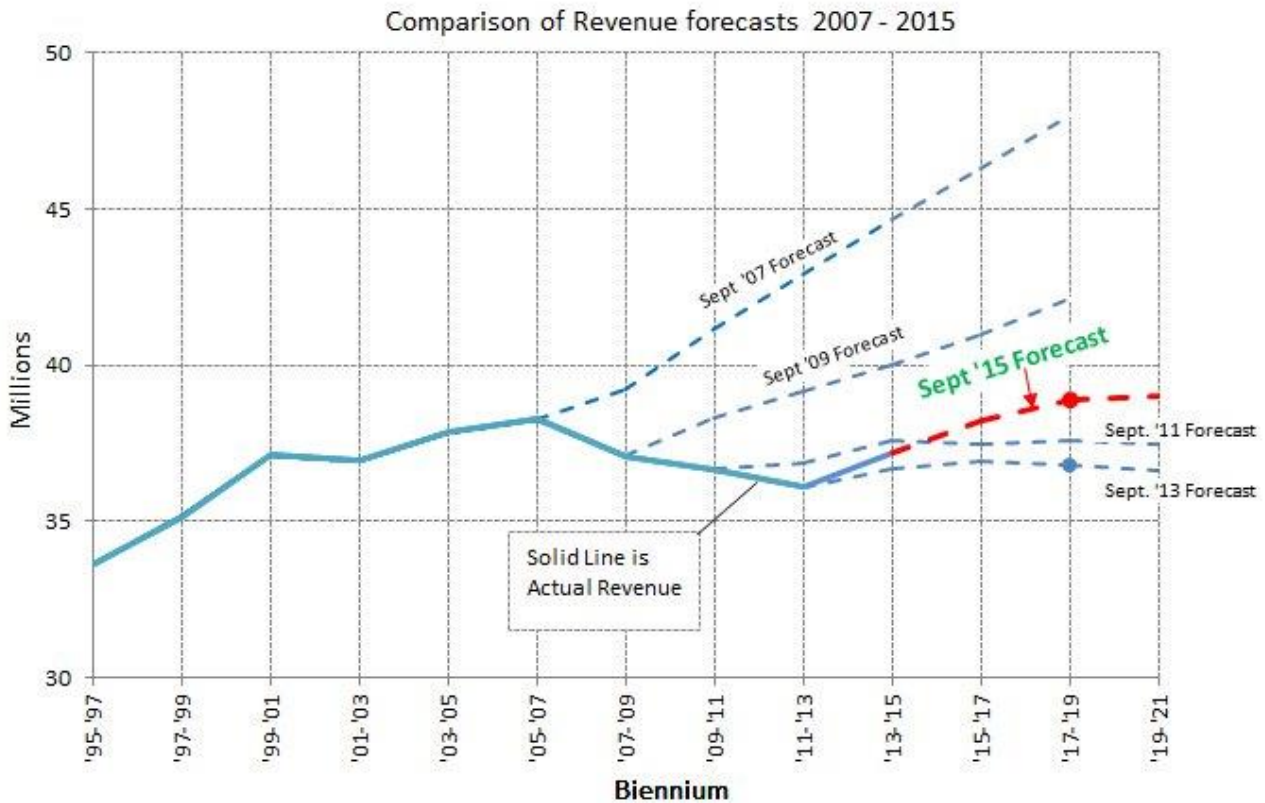
Per WAC 136-161-020, the RAP cycle begins at the fall odd-year CRABoard meeting, when the board considers the RATA balance, project payment schedules, and future revenue to determine if enough funds will be available to provide for a new array of projects for the ensuing biennium (2017 – 2019).

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

Items to Consider:

1. Revenue estimate comparisons:

While the September '07 and '09 forecasts for the 2017 – 2019 biennium had been grossly over-estimated, the '11 and '13 forecasts for 2017 – 2019 ended up being more accurate, and actual fuel tax revenue increased in the '13-'15 biennium. It appears the recent estimates may be more reliable. The gas tax revenue estimate for the 2017 – 2019 biennium, which would fund 2017-2019 projects, is **\$38,925,500**. This is an increase of **6%** over the 2013 estimate for 2017-2019 of \$36,783,600. This is equal to one medium sized RAP project.



2. RATA Spending History and Balance:

<u>Biennium</u>	<u>Planned Spending</u>	<u>Actual Spending</u>	<u>Revenue</u>	<u>Ending Balance</u>
'07 – '09	\$108,000,000	\$40,400,000	\$39,700,000	\$39,800,000
'09 – '11	\$106,000,000	\$48,500,000	\$37,500,000	\$28,800,000
'11 – '13	\$109,000,000	\$47,000,000	\$36,400,000	\$18,200,000
'13 – '15	\$76,000,000	\$38,700,000	\$37,300,000	\$16,800,000
'15 – '17	\$76,400,000	\$42,000,000 (large Proj)	\$39,500,000 **	\$14,300,000 est
'17 – '19	\$39,100,000*	\$42,000,000 (large Proj)	\$39,000,000	\$10,300,000 est
'19-'21	\$15,129,170	\$40,000,000	\$39,000,000	\$9,800,000 est

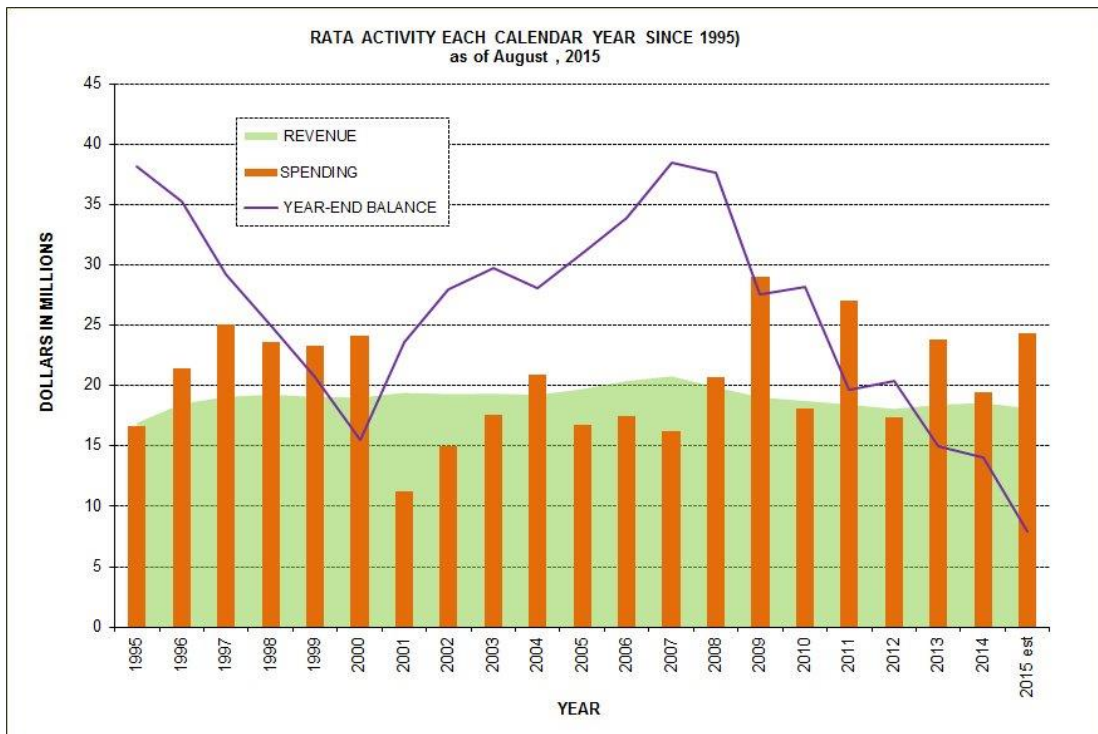
*(does not include ~\$24,000,000 potentially to be allocated to partially funded projects in April '17, even if there is no call for new projects)

End '13-'15 Balance = \$16,800,000
 Anticipated Revenue '15-'17 = \$39,500,000 (added \$1,094,000 '15-'17 MVA transfer)**
 Available to spend in '15-'17 \$56,300,000

Though planned spending is scheduled at \$76,400,000, in order to maintain a \$12,000,000 balance by the end of '15 – '17 biennium, spending must be limited to ~\$44,300,000. Anticipated spending will likely fall between 40,000,000 and 45,000,000.

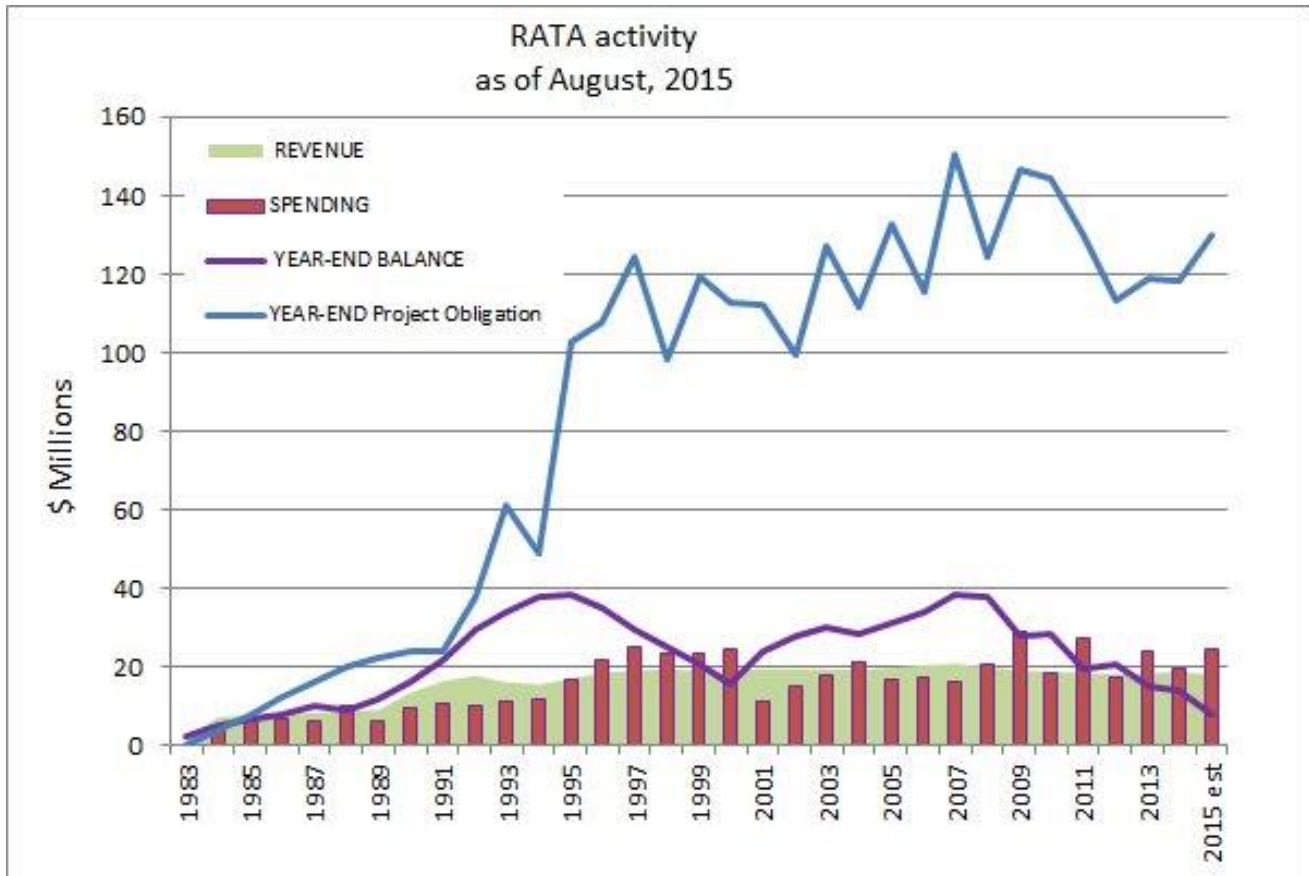
3. Recent Balance Activity

The chart below shows that the RATA balance has been dropping since 2009 and the end of 2015 may see a year end balance below \$10,000,000.



A balance below \$10,000,000 will prompt the delay of 2016 scheduled projects that are not moving toward advertisement as indicated by Project Development data from counties.

4. A look at obligation levels



The obligation levels shown as the higher blue line have affected the RATA balance over the years. When obligation levels are high, the balance drops, when they are lower, the balance increases. However, through the RAP Online web application, the counties have tracked project progress more closely, and this has encouraged higher spending rates even with lower obligation shown for years 2011 – 2014. The last allocation of funds, made by the CRA Board in April 2015, increased the obligation level to ~\$133,000,000.

RATA balance management history

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

- **2000 -** RATA balance \$15,000,000:
 - CRABoard places a moratorium on lapsing of county selected projects.
 - Retain withdrawn and under-run funds for use in future arrays
 - Maintain a minimum balance of \$10,000,000 for emergencies

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

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

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

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

- **2015-** RATA Balance at \$14,200,000 in January, **\$15,500,000 (est.) in October***
 - Allocated \$40,000,000 to partial and new projects in April. Current contracted obligation (Balance) to active projects is \$114,700,000. Full funding of partially funded projects would increase the obligation to \$133,000,000.

* Based on Vouchers received and revenue as of October 23, 2015

Potential for next biennium

- **2017-** Potential for additional allocation \$39,000,000 in 2017-2019
 - Approximately \$24,000,000 of this will fully fund current, partially funded projects. The remaining \$15,000,000 would fund new projects. Many of the new projects would be smaller scope and move to construction quickly. This will require closer management of project schedules and greater assurances from counties of the accuracy of their spending plans.

Staff findings:

1. Over-obligation: As a first-in funding source, counties depend on the RAP to be able to pursue the time consuming design, permitting (environmental) and right of way negotiations knowing that their project can arrive at and accomplish the construction phase as well. The CRABoard has historically served this need by carrying a large over-obligation beyond the ensuing biennium's estimated revenue. **If the current partially funded projects were fully funded at this time, the total obligation would be approximately \$133,000,000 requiring 4 biennia of revenue - 2015 to 2023 to cover this amount.** Staff finds that CRABoard management of the RATA via over-obligation and timely delays of project construction, when necessary, has proven an effective way to keep the account balance low, while retaining enough funds to pay for projects that are ready for construction.
2. Project scheduling: Although most counties have expressed their general support for a call for projects (even if they are delayed reimbursement), there are issues with project scheduling that will become more pronounced with a new call.
 - a. Many large projects (see below) are currently scheduled out to 2020, and that will continue to suppress the account balance. In addition, the current 2R (paving) and drainage projects will have a quick turn-around and will also keep pressure on the balance. Both of these factors are expected to suppress the balance to low levels. Adding new projects will apply additional undue pressure on the balance.
 - b. Some smaller counties expressed they cannot afford to carry the cost of their projects to support delayed RATA payment, and 2R projects especially, would need immediate attention. Finally; new larger scope 3R and RC projects would increase in cost if a significant delay is imposed, making the original scope of work unattainable.
3. In summary:
 - a. The balance is at its' lowest ever, going into a biennium, and construction charges for the next three years at least, are expected to keep it low.
 - b. Project scheduling and reimbursement for any new projects would be unstable given the already high over-obligation of RATA funds.
 - c. The scope of work for projects delayed 5 to 6 years will be difficult to maintain by the counties, as has been evidenced in recent cost-induced scope changes.
 - d. Overall delays benefit some counties that may be better able to leverage other fund sources to maintain a steady construction program, and yet harm smaller counties that rely more heavily on RAP and quick reimbursements to stabilize their programs and staffing levels. This will adversely affect the competition and fairness on new applications.

Recommendations:

No call for new projects in the 2017 – 2019 Biennium & use 2017-2019 revenue to fully fund active partially funded projects from prior biennia:

Given the already high commitment to current funded projects that need continued support to completion, and to maintain parity of fund usage between counties and regions, staff recommends the CRABoard:

- Decline a call for new projects for the 2017-2019 biennium funding period.
- Allocate the remaining 10% '15-'17 biennium revenue to current partially funded and new projects on the current array at the April, 2016 CRABoard meeting.
- Allocate 2017 – 2019 estimated revenue to active partially funded projects from prior biennia at the spring 2017 CRABoard meeting.

Delay projects, if necessary, based on project schedule progress:

Staff further recommends that in the event the RATA balance should drop below \$10,000,000, projects which are scheduled for construction but have not accomplished the significant steps of permitting, design, right of way, etc, be delayed by the CRAB Director prior to delaying projects that have accomplished the above listed project steps.

Schedule of payout for Larger Projects ≥ \$1,500,000

Region	County	Road Name	2015-Q4	2016	2017	2018	2019	2020	2021	Total
NE	Chelan	Chiwawa Loop Road, Pl	165,214	229,698	2,175,000	33,005	-	-	-	2,602,917
NE	Chelan	Wenatchee Heights Ro	20,000	120,000	120,000	40,000	37,500	650,000	1,100,000	2,258,105
NE	Douglas	Coulee Meadows	209,887	2,015,500	-	-	-	-	-	2,225,387
NE	Ferry	Boulder Creek Sec. 1	-	80,000	68,500	-	500,000	1,000,000	61,505	1,710,005
NE	Ferry	Inchelium Hwy	132,592	231,000	1,429,000	-	-	-	-	1,792,592
NE	Lincoln	Old Coulee Road Sectic	32,832	22,000	1,500,006	450,000	-	-	-	2,004,838
NE	Pend Oreille	FERTILE VALLEY ROAD	63,098	2,012,000	-	-	-	-	-	2,075,098
NE	Pend Oreille	Flowery Trail	4,000	12,000	11,000	200,000	1,200,000	73,005	-	1,500,005
NE	Spokane	BIGELOW GULCH RD 4	3,700,884	2,000,005	-	-	-	-	-	5,700,889
NE	Spokane	BIGELOW GULCH ROAD	1,674,066	-	-	-	-	-	-	1,674,066
NE	Spokane	FORKER ROAD	440,111	2,500,000	2,051,650	-	-	-	-	4,991,761
NE	Stevens	Aladdin Road MP 19.6	809,726	1,165,608	-	-	-	-	-	1,975,334
NE	Stevens	SWENSON ROAD	1,882,444	-	-	-	-	-	-	1,882,444
NE	Whitman	ALMOTA ROAD 4	150,775	2,300,007	-	-	-	-	-	2,450,782
NW	Island	Boon Road	104,710	230,000	1,500,000	186,005	-	-	-	2,020,715
NW	Kitsap	GLENWOOD ROAD 2	371,384	2,240,005	-	-	-	-	-	2,611,389
NW	San Juan	Orcas Road	183,000	467,187	1,065,894	684,005	-	-	-	2,400,086
NW	Skagit	Bow Hill Road	198,906	1,100,000	1,004,000	-	-	-	-	2,302,906
PS	King	WEST SNOQUALMIE VAI	224,465	2,000,000	1,356,723	-	-	-	-	3,581,188
PS	Pierce	CRYSTAL MTN BLVD	2,120,926	1,769,940	-	-	-	-	-	3,890,866
SE	Asotin	Snake River Road	351,340	100,000	1,199,198	1,200,000	369,000	-	-	3,219,538
SE	Asotin	Snake River Road	20,000	70,000	40,000	-	-	1,050,000	1,220,005	2,400,005
SE	Benton	NINE CANYON ROAD 2	1,287,063	1,032,767	-	-	-	-	-	2,319,830
SE	Benton	Nine Canyon Road 3	207,311	-	-	2,920,008	-	-	-	3,127,319
SE	Columbia	Lower Hogege Road	83,287	46,862	1,445,000	494,510	-	-	-	2,069,659
SE	Garfield	Gould City Mayview Ph	10,000	35,000	20,000	-	-	1,160,000	348,000	1,573,000
SE	Yakima	Summitview Rd. -- 3	136,192	801,500	600,000	1,700,000	256,005	-	-	3,493,697
SW	Clark	NE MANLEY ROAD	82,455	180,000	1,521,690	-	-	-	-	1,784,145
SW	Lewis	North Fork Road	32,027	90,000	2,090,000	353,807	-	-	-	2,565,834
SW	Thurston	DELPHI ROAD	56,175	1,703,005	-	-	-	-	-	1,759,180
SW	Thurston	Vail Road SE	20,000	85,000	52,500	-	-	750,000	892,505	1,800,005
31	Larger Projects Total	Yearly Charges	14,774,870	24,639,084	19,250,161	8,261,340	2,362,505	4,683,005	3,622,015	77,763,585
73	Smaller Projects Total	Yearly Charges	11,673,653	13,004,016	8,148,020	8,372,445	6,775,245	3,180,030	1,455,015	52,608,424
104	All Projects		26,448,523	37,643,100	27,398,181	16,633,785	9,137,750	7,863,035	5,077,030	130,372,009



PROPOSED RULE MAKING

CR-102 (June 2012)

(Implements RCW 34.05.320)

Do NOT use for expedited rule making

Agency: County Road Administration Board

- Preproposal Statement of Inquiry was filed as WSR _____ ; or
 Expedited Rule Making--Proposed notice was filed as WSR _____ ; or
 Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1).

- Original Notice
 Supplemental Notice to WSR _____
 Continuance of WSR _____

Title of rule and other identifying information: (Describe Subject) New WAC 136-25 Standard of Good Practice-Traffic Law Enforcement Expenditures

Hearing location(s): County Road Administration Board
2404 Chandler Court SW, Ste 280
Olympia, WA 98504

Date: October 29, 2015 Time: 2:00 PM

Date of intended adoption: October 29, 2015
(Note: This is NOT the effective date)

Submit written comments to:

Name: Karen Pendleton
Address: 2404 Chandler Court SW, Ste 240
Olympia, WA 98504-0913
e-mail karen@crab.wa.gov
fax (360)350.6094 by (date) October 23, 2015

Assistance for persons with disabilities: Contact

Karen Pendleton by October 23, 2015
TTY (800) 883.6384 or (360) 753.5989

Purpose of the proposal and its anticipated effects, including any changes in existing rules: The CRABoard finds that adopting this new Standard of Good Practice will define traffic law enforcement expenditures, and help counties comply with the rural arterial program eligibility requirements.

Reasons supporting proposal: Recent State audits have highlighted this as a potential area of concern.

Statutory authority for adoption: 36.78

Statute being implemented:

Is rule necessary because of a:

- Federal Law? Yes No
 Federal Court Decision? Yes No
 State Court Decision? Yes No
 If yes, CITATION:

DATE
July 29, 2015

NAME (type or print)
Jay P. Weber

SIGNATURE

TITLE
Executive Director

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: August 06, 2015

TIME: 3:12 PM

WSR 15-17-007

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

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

- Private
- Public
- Governmental

Name of agency personnel responsible for:

Name	Office Location	Phone
Drafting..... Derek Pohle	Thurston County	(360) 753.5989
Implementation....Derek Pohle	Thurston County	(360) 753.5989
Enforcement..... Jay Weber	Thurston County	(360) 753.5989

Has a small business economic impact statement been prepared under chapter 19.85 RCW or has a school district fiscal impact statement been prepared under section 1, chapter 210, Laws of 2012?

Yes. Attach copy of small business economic impact statement or school district fiscal impact statement.

A copy of the statement may be obtained by contacting:

Name:

Address:

phone () _____

fax () _____

e-mail _____

No. Explain why no statement was prepared.

N/A

Is a cost-benefit analysis required under RCW 34.05.328?

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

Name:

Address:

phone () _____

fax () _____

e-mail _____

No: Please explain: N/A

Chapter 136-25 WAC
STANDARD OF GOOD PRACTICE—TRAFFIC LAW ENFORCEMENT EXPENDITURES

NEW SECTION

WAC 136-25-010 Purpose and authority. RCW 36.79.140 sets forth the conditions under which counties are eligible to receive funds from the rural arterial trust account (RATA). Chapter 136-150 WAC describes how the RATA provisions will be implemented by the county road administration board. This chapter is specific to WAC 136-150-020, 136-150-021, 136-150-022, and 136-150-030 relating to road levy, road levy diversion, and traffic law enforcement.

NEW SECTION

WAC 136-25-020 Diversion of road levy funds may only be for traffic law enforcement within unincorporated areas of the county. To preserve RATA eligibility, road levy funds diverted pursuant to RCW 36.33.220 may only be used for traffic law enforcement within the unincorporated areas of counties, except those counties with a population of less than eight thousand, RCW 36.79.140 and WAC 136.150.030.

NEW SECTION

WAC 136-25-030 Eligible traffic law enforcement activities on county roads. For purposes of maintaining RATA eligibility, should the legislative authority vote and budget to divert road levy funds, the following traffic law enforcement activities occurring in unincorporated county areas are the only activities that can be funded by county road levy funds.

- (1) Speed limit and other traffic law enforcement;
- (2) Collision investigation documenting/reporting;
- (3) Oversize vehicle (weight, length, width, and height) enforcement;
- (4) Special emphasis patrols at the request of the county engineer or in cooperation with the WTSC or WSP;
- (5) Facilitating the removal of abandoned vehicles from the county road and rights of way at the request of the county engineer;
- (6) Facilitating the removal of roadway and right of way obstructions at the request of the county engineer;
- (7) Investigating illegal littering and dumping on county road rights of way at the request of the county engineer;
- (8) Sign damage investigation and enforcement at the request of the county engineer;
- (9) Road condition enforcement, including mud, water, debris, or spills;

- (10) Rights of way encroachment investigation and enforcement at the request of the county engineer;
- (11) Maintenance and construction zone traffic enforcement, typically at the request of the county engineer;
- (12) Road department vehicle collision investigation at the request of the county engineer; and
- (13) Other activities clearly related to county road law enforcement needs, as mutually agreed upon in writing by the county road engineer and the county sheriff.

NEW SECTION

WAC 136-25-040 Compliance and documentation. The certification required by WAC 136-150-022 shall be on a form provided by the county road administration board. Each county sheriff shall maintain adequate records of annual traffic law enforcement expenditures in such format and detail to demonstrate that the funds were used only for the traffic law enforcement activities set out in WAC 136-25-030.

NEW SECTION

WAC 136-25-050 Agreements. The county road administration board shall provide model documents for counties to use to establish agreements (relationships) between the county legislative authority and the county sheriff and between the county road engineer and the county sheriff for the use of county road levy funds for traffic law enforcement. The agreements should list which activities set out in WAC 136-25-030 are subject to the agreement.



PROPOSED RULE MAKING

CR-102 (June 2012)

(Implements RCW 34.05.320)

Do NOT use for expedited rule making

Agency: County Road Administration Board

- Preproposal Statement of Inquiry was filed as WSR _____ ; or
 Expedited Rule Making--Proposed notice was filed as WSR _____ ; or
 Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1).

- Original Notice
 Supplemental Notice to WSR _____
 Continuance of WSR _____

Title of rule and other identifying information: (Describe Subject)
WAC 136-150-022 Ascertaining the expenditures for traffic law enforcement
WAC 136-150-024 Ascertaining the expenditures for marine navigation and moorage purposes
WAC 136-150-030 Identifying eligible counties

Hearing location(s): County Road Administration Board
2404 Chandler Court SW, Ste 280
Olympia, WA 98504

Date: October 29, 2015 Time: 2:00 PM

Date of intended adoption: October 29, 2015
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TTY (800) 883.6384 or (360) 753.5989

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

WAC 136-150-022 Ascertaining the expenditures for traffic law enforcement – proposed changes to this section requires each county sheriff to maintain records of actual annual traffic law enforcement expenditures in such format and detail as to demonstrate that the funds were used for traffic law enforcement. Also references new WAC 136-25 for defining traffic law enforcement activities.

WAC 136-150-024 Ascertaining the expenditures for marine navigation and moorage purposes – adoption of this new section outlines ascertaining expenditures for marine navigation and moorage purposes, which were added as road purposes by EHB1868.

WAC 136-150-030 Identifying eligible counties – proposed changes to this section defines uses of any expenditures of the road levy for marine navigation and moorage, per RCW 36.82.070, and highlights the requirement for a specific and identifiable account within the road fund for said purposes.

Reasons supporting proposal: Rule updates concomitant with adoption of new WAC 136-25 and passage of EHB1868.

Statutory authority for adoption: 36.78

Statute being implemented:

Is rule necessary because of a:

- Federal Law? Yes No
Federal Court Decision? Yes No
State Court Decision? Yes No
If yes, CITATION:

DATE
July 29, 2015

NAME (type or print)
Jay P. Weber

SIGNATURE

TITLE
Executive Director

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER
STATE OF WASHINGTON
FILED

DATE: August 06, 2015

TIME: 3:11 PM

WSR 15-17-006

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

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

- Private
- Public
- Governmental

Name of agency personnel responsible for:

Name	Office Location	Phone
Drafting..... Derek Pohle	Thurston County	(360) 753.5989
Implementation....Derek Pohle	Thurston County	(360) 753.5989
Enforcement..... Jay Weber	Thurston County	(360) 753.5989

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Yes. Attach copy of small business economic impact statement or school district fiscal impact statement.

A copy of the statement may be obtained by contacting:

Name:

Address:

phone () _____

fax () _____

e-mail _____

No. Explain why no statement was prepared.

N/A

Is a cost-benefit analysis required under RCW 34.05.328?

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

Name:

Address:

phone () _____

fax () _____

e-mail _____

No: Please explain: N/A

AMENDATORY SECTION (Amending WSR 03-21-136, filed 10/21/03, effective 11/21/03)

WAC 136-150-022 Ascertaining the expenditures for traffic law enforcement. In those counties in which diverted road levy or transfer of road funds has been budgeted for traffic law enforcement, the county sheriff shall submit a certification showing the actual expenditure for traffic law enforcement in the previous budget year, on a form provided by the county road administration board, provided that counties with a population of less than eight thousand shall be exempt from this requirement. Such certification shall be submitted to the county road administration board no later than April 1st of each year. Each county sheriff shall maintain records of actual annual traffic law enforcement expenditures in such format and detail as to demonstrate that the funds were used for traffic law enforcement.

Definition of traffic law enforcement. For purposes of this chapter, traffic law enforcement is defined as engaging in the activities listed in WAC 136-25-030 in unincorporated county locations.

NEW SECTION

WAC 136-150-025 Ascertaining the expenditures for marine navigation and moorage purposes. In those counties in which road funds have been used for marine navigation and moorage purposes as specified in RCW 36.82.070, the county engineer shall submit a certification showing the amount of county road fund used for those activities related to marine navigation and moorage purposes performed contiguous with, adjacent to, or offshore concomitant to the county road right of way. Such certification shall be submitted to the county road administration board no later than April 1st of each year.

AMENDATORY SECTION (Amending WSR 03-05-010, filed 2/7/03, effective 3/10/03)

WAC 136-150-030 Identifying eligible counties. All counties with a population of less than eight thousand shall be eligible to receive RATA funds. Counties with a population greater than eight thousand shall be eligible to receive RATA funds only if, during the immediately preceding calendar year:

(1) The actual expenditures for traffic law enforcement have been equal to or greater than either the amount of the diverted road levy budgeted for traffic law enforcement or the amount of road funds transferred to current expense to fund traffic law enforcement;

(2) The amount of county road funds used beyond the county right of way for activities clearly associated with removal of fish passage barriers that are the responsibility of the county did not exceed twenty-five percent of the total cost of activities related to fish barrier removal on any one project and the total cost of activities related to fish barrier removal beyond the county right of way did not

exceed one-half of one percent of the county's total annual road construction budget;

(3) Any expenditures of the road levy for marine navigation and moorage by those counties eligible per RCW 36.82.070 were made from amounts deposited into a special account within the road fund for those purposes and, performed contiguous with, adjacent to, or off-shore concomitant to the county road right of way.

(4) All road funds that have been transferred to other funds have been used for legitimate road purposes;

~~((4))~~ (5) Revenues collected for road purposes have been expended on other governmental services only after authorization from the voters of that county under RCW 84.55.050; and

~~((5))~~ (6) County road levy funds have been expended in accordance with chapter 36.82 RCW.

2016 CRABoard Meeting Schedule

(tentative)

January 21-22, 2016 OR CRAB Office, Olympia
January 28-29, 2016

April 14-15, 2016 OR CRAB Office, Olympia
April 21-22, 2016

July 21-22, 2016 OR CRAB Office, Olympia
July 28-29, 2016

October 20-21, 2016 OR CRAB Office, Olympia
October 27-28, 2016

- *January 20-21 – Transportation Commission
- January 19-22 – Surveyor’s Camp
- *January 22 – FMSIB
- *January 21-22 - TIB
- April 24-28 – NACE Annual Conference, Tacoma, WA
- July 22-25 – NACo Annual Conference, Long Beach, CA
- *July 20-21– Transportation Commission
- July 13-17 – Lakefair
- *July 21-22 - FMSIB
- *October 19-20 – Transportation Commission

*Starred items are “best guess” dates based on past scheduling

- *All meetings are scheduled to begin at 1:00 pm the first day and recess at 5:00 pm*
- *The Board will reconvene at 9:00 am the second day and adjourn by Noon*

ANNUAL CERTIFICATION FOR CALENDAR YEAR 2015

(WAC 136-04)

MANAGEMENT AND ADMINISTRATION (If the answer to any question except "B" is No, please attach an explanation.)

- A. During 2015 the County Engineer performed the duties and had the responsibilities specified in RCW 36.80.030. Yes No
- B. At any time during 2015 was there a vacancy in the position of county Engineer? If so, were the procedures in WAC 136-12 followed? Yes No
- C. The processing of County Road Accident Reports during 2015 complied with WAC 136-28. Yes No
- D. Priority Programming techniques were applied to the ranking of all potential projects on the arterial road system in 2015 per WAC 136-14-020. Yes No
- E. As of December 31, 2015 the management of the county road department was in accordance with policies set by the county legislative authority including, but not limited to, the following specific policies required by WAC 136-50-050:

<u>POLICY</u>	<u>WAC</u>	<u>DATE OF CURRENT VERSION</u>
Re: Organization	136-50-051	
Re: Personnel Practices	136-50-052	
Re: Complaint Handling	136-50-053	
Re: Work for Others	136-50-054	
Re: Utility Accommodation	136-50-055	
Re: Priority Programming	136-14-030	

F. The following were submitted to CRAB in a timely manner:

<u>DOCUMENT</u>	<u>WAC</u>	<u>DUE DATE</u>	<u>DATE OF ADOPTION/ PREPARATION</u>	<u>DATE SENT TO CRAB</u>
*15 Six-Year Program	136-15-050	31-Dec -14		
*15 Annual Construction Program	136-16-040	31-Dec -14		
*15 CAPP Program	136-300-060	31-Dec -14		
*15 Road Fund Budget		31-Dec -14		
*15 Maint Mgmt Wrk Pln & Budget	136-11-040	31-Dec -14		
*15 Road Levy Certification	136-150-021	01-Feb -15		
*14 Certification of Road Fund Exp. For Traffic Law Enforcement	136-150-022	01-Apr -15		
*14 Engineer's Certification of Fish Barrier Removal Costs	136-150-023	01-Apr -15		
*14 Annual Construction Report	136-16-050	01-Apr -15		
*14 CAPP Report	136-300-090	01-Apr -15		
*14 Maint Mgmt Certification	136-11-050	01-Apr -15		
*14 Annual Certification	136-04-030	01-Apr -15		
*14 Road Log Update	136-60-030	01-May -15		
*15 PMS Certification for CAPA Eligibility.	136-70-070	31-Dec -15		

OPERATIONS

- G. Projects to which construction expenditures were charged were all on the originally adopted 2015 Annual Program or as amended per WAC 136-16-042 - Attach Amendments. (If No, please attach a brief explanation.) Yes No
- H. The County's construction by county forces limit for 2015 computed in accordance with RCW 36.77.065:
- I. The actual expenditure for construction by county forces as reported in the 2015 Annual Const. Report:
- J. A written report of bridge inspection findings was furnished to the legislative authority on: **2015**
as required by WAC 136-20-060. (Please attach a copy)

EMAIL WITH ATTACHMENTS TO THE COUNTY ROAD
ADMINISTRATION BOARD NO LATER THAN APRIL 1, 2016
Must be followed by signed "County Certification" form via regular mail



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

To: Jay Weber – Executive Director
County Road Administration Board

From: Chad Johnson – Lead Budget Analyst
Department of Enterprise Services

The September 2015 financial report shows the agency has spent \$14,161 less in operating funds than planned-to-date. The agency is right on track for spending. The following is a brief explanation on the variances between allotment assumptions and the actual expenditures:

Salaries & Benefits	Very minor under-expenditures.
Goods & Services	Object EB Communications – This under expenditure is due to the change in how some bills are coded for DES. They are now coded to EL. Object EL Data Processing – This is the offset to the EB above. The plan of the two objects is underspent in total. I will adjust the allotments in the future when we have a quarterly update necessary.
Travel	Travel is over expended overall but should come back into plan as the fiscal year goes on.
Capital Outlays	A few expenditures to date, we do not have a plan for this because the transportation budget was not funded for the employee raises. When CRAB receives the funding for the pay increases this will be allotted in our objects that are discretionary since we have already planned the labor expenditures.
Capital Funding	I did a Capital allotment adjustment in the month of October to match the expenditure plan to Randy's plan. I have been working with Randy analyzing and making sure the fund balance is healthy enough for all distributions.

Chad Johnson

DES Small Agency Financial Services

County Road Administration Board Agency Summary BITD as of September 2015

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	3,060,242	387,990	382,940	5,050	2,677,302
Employee Benefits	921,455	117,999	116,214	1,785	805,241
Goods and Other Services	658,306	85,604	70,796	14,808	587,510
Travel	114,001	10,222	12,783	(2,561)	101,218
Capital Outlays	0	0	4,896	(4,896)	(4,896)
Grants, Benefits & Client Services	90,144,000	20,500,000	15,807,916	4,692,084	74,336,084
Interagency Reimbursements	(21,004)	(21,004)	(20,979)	(25)	(25)
Sum:	94,877,000	21,080,811	16,374,566	4,706,245	78,502,434
Sum without Grants:	4,733,000	580,811	566,650	14,161	4,166,350

<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	129,330	127,771	1,559	387,990	382,940	5,050
AA State Classified	112,250	110,510	1,740	336,750	331,157	5,593
AC State Exempt	17,080	17,261	(181)	51,240	51,783	(543)
AS Sick Leave Buy-Out	0	0	0	0	0	0
AT Terminal Leave	0	0	0	0	0	0
Employee Benefits	39,333	38,753	580	117,999	116,214	1,785
BA Old Age and Survivors Insurance	8,018	7,749	269	24,054	23,224	830
BB Retirement and Pensions	14,356	14,285	71	43,068	42,813	255
BC Medical Aid & Industrial Insurance	1,122	627	495	3,366	1,906	1,460
BD Health, Life & Disability Insurance	13,961	14,280	(319)	41,883	42,840	(957)
BH Hospital Insurance (Medicare)	1,876	1,812	64	5,628	5,431	197
Goods and Other Services	28,317	24,118	4,199	85,604	70,796	14,808
EA Supplies and Materials	500	286	214	1,500	865	635
EB Communications/Telecommunications	2,098	910	1,188	6,280	1,944	4,336
EC Utilities	1,166	949	217	3,498	2,824	674
ED Rentals and Leases - Land & Buildings	9,799	9,799	0	29,397	29,396	1

EE Repairs, Alterations & Maintenance	7	0	7	7	0	7
EF Printing and Reproduction	375	166	209	1,125	700	425
EG Employee Prof Dev & Training	1,666	353	1,313	4,998	2,268	2,730
EH Rental & Leases - Furn & Equipment	213	185	28	599	555	44
EJ Subscriptions	0	59	(59)	0	230	(230)
EK Facilities and Services	625	1,013	(388)	1,875	1,230	645
EL Data Processing Services (Interagency)	3,124	3,439	(315)	9,372	10,534	(1,162)
EM Attorney General Services	124	554	(430)	372	554	(182)
EN Personnel Services	0	(1)	1	0	871	(871)
EP Insurance	0	951	(951)	1,049	1,817	(768)
ER Other Contractual Services	5,776	5,671	105	17,270	17,131	139
ES Vehicle Maintenance & Operating Cst	10	38	(28)	10	38	(28)
EW Archives & Records Management Svcs	125	0	125	125	92	33
EY Software Licenses and Maintenance	2,709	0	2,709	8,127	0	8,127
EZ Other Goods and Services	0	(253)	253	0	(253)	253
Travel	3,422	3,232	190	10,222	12,783	(2,561)
GA In-State Subsistence & Lodging	2,312	1,266	1,046	6,936	6,365	571
GC Private Automobile Mileage	846	0	846	2,538	1,692	846
GD Other Travel Expenses	264	0	264	748	0	748
GN Motor Pool Services	0	1,966	(1,966)	0	4,727	(4,727)
Capital Outlays	0	1,361	(1,361)	0	4,896	(4,896)
JA Noncapitalized Assets	0	1,361	(1,361)	0	4,896	(4,896)
Grants, Benefits & Client Services	5,200,000	2,246,202	2,953,798	20,500,000	15,807,916	4,692,084
NZ Other Grants and Benefits	5,200,000	2,246,202	2,953,798	20,500,000	15,807,916	4,692,084
Interagency Reimbursements	(7,101)	(6,993)	(108)	(21,004)	(20,979)	(25)
SA Salaries and Wages	(5,110)	(5,160)	50	(15,330)	(15,480)	150
SB Employee Benefits	(1,991)	(1,833)	(158)	(5,674)	(5,499)	(175)
Total Dollars	5,393,301	2,434,446	2,958,855	21,080,811	16,374,566	4,706,245

County Road Administration Board Agency Summary FYTD as of September 2015

Fund 102- Rural Arterial Trust Account Summary

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	722,361	89,490	88,654	836	633,707
Employee Benefits	218,778	27,195	26,974	221	191,804
Goods and Other Services	23,940	3,347	2,487	860	21,453
Travel	3,921	310	447	(137)	3,474
Capital Outlays	0	0	171	(171)	(171)
Grants, Benefits & Client Services	47,094,000	9,500,000	5,256,232	4,243,768	41,837,768
Sum:	48,063,000	9,620,342	5,374,965	4,245,377	42,688,035
Sum without Grants:	969,000	120,342	118,733	1,609	850,267

<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	29,830	29,608	222	89,490	88,654	836
AA State Classified	29,830	29,608	222	89,490	88,654	836
Employee Benefits	9,065	9,002	63	27,195	26,974	221
BA Old Age and Survivors Insurance	1,849	1,801	48	5,547	5,391	156
BB Retirement and Pensions	3,311	3,310	1	9,933	9,911	22
BC Medical Aid & Industrial Insurance	154	152	2	462	457	5
BD Health, Life & Disability Insurance	3,318	3,318	0	9,954	9,954	0
BH Hospital Insurance (Medicare)	433	421	12	1,299	1,261	38
Goods and Other Services	1,155	853	302	3,347	2,487	860
EA Supplies and Materials	17	10	7	51	30	21
EB Communications/Telecommunications	78	32	46	220	68	152
EC Utilities	40	33	7	120	99	21
ED Rentals and Leases - Land & Buildings	337	343	(6)	1,011	1,029	(18)
EE Repairs, Alterations & Maintenance	7	0	7	7	0	7
EF Printing and Reproduction	13	6	7	39	25	14
EG Employee Prof Dev & Training	57	12	45	171	79	92
EH Rental & Leases - Furn & Equipment	20	6	14	20	19	1

<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>
EJ Subscriptions	0	2	(2)	0	8	(8)
EK Facilities and Services	22	35	(13)	66	43	23
EL Data Processing Services (Interagency)	107	120	(13)	321	369	(48)
EM Attorney General Services	4	19	(15)	12	19	(7)
EN Personnel Services	0	(0)	0	0	30	(30)
EP Insurance	0	33	(33)	36	64	(28)
ER Other Contractual Services	223	199	25	611	600	11
ES Vehicle Maintenance & Operating Cst	10	1	9	10	1	9
EW Archives & Records Management Svcs	4	0	4	4	3	1
EY Software Licenses and Maintenance	216	0	216	648	0	648
Travel	118	113	5	310	447	(137)
GA In-State Subsistence & Lodging	73	44	29	219	223	(4)
GC Private Automobile Mileage	23	0	23	69	59	10
GD Other Travel Expenses	22	0	22	22	0	22
GN Motor Pool Services	0	69	(69)	0	165	(165)
Capital Outlays	0	48	(48)	0	171	(171)
JA Noncapitalized Assets	0	48	(48)	0	171	(171)
Grants, Benefits & Client Services	4,000,000	1,008,428	2,991,572	9,500,000	5,256,232	4,243,768
NZ Other Grants and Benefits	4,000,000	1,008,428	2,991,572	9,500,000	5,256,232	4,243,768
Total Dollars	4,040,168	1,048,052	2,992,116	9,620,342	5,374,965	4,245,377

Category

<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
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Fund 108- Motor Vehicle Account Summary

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	1,519,084	185,985	183,429	2,556	1,335,655
Employee Benefits	441,957	54,933	54,626	307	387,331
Goods and Other Services	274,147	35,941	29,770	6,171	244,377
Travel	47,812	4,065	5,356	(1,291)	42,456
Capital Outlays	0	0	2,051	(2,051)	(2,051)
Grants, Benefits & Client Services	10,706,000	5,353,000	5,352,900	100	5,353,100
Sum:	12,989,000	5,633,924	5,628,132	5,792	7,360,868
Sum without Grants:	2,283,000	280,924	275,232	5,692	2,007,768

<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	61,995	61,153	842	185,985	183,429	2,556
AA State Classified	44,915	43,892	1,023	134,745	131,646	3,099
AC State Exempt	17,080	17,261	(181)	51,240	51,783	(543)
AS Sick Leave Buy-Out	0	0	0	0	0	0
AT Terminal Leave	0	0	0	0	0	0
Employee Benefits	18,311	18,202	109	54,933	54,626	307
BA Old Age and Survivors Insurance	3,844	3,716	128	11,532	11,145	387
BB Retirement and Pensions	6,882	6,837	45	20,646	20,507	139
BC Medical Aid & Industrial Insurance	495	271	224	1,485	837	648
BD Health, Life & Disability Insurance	6,191	6,510	(319)	18,573	19,530	(957)
BH Hospital Insurance (Medicare)	899	869	30	2,697	2,606	91
Goods and Other Services	11,869	10,212	1,657	35,941	29,770	6,171
EA Supplies and Materials	210	120	90	630	363	267
EB Communications/Telecommunications	878	381	497	2,634	814	1,820
EC Utilities	489	398	91	1,467	1,183	284
ED Rentals and Leases - Land & Buildings	4,110	4,106	4	12,330	12,317	13
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
EF Printing and Reproduction	157	69	88	471	293	178
EG Employee Prof Dev & Training	699	148	551	2,097	950	1,147
EH Rental & Leases - Furn & Equipment	84	78	6	252	233	19
EJ Subscriptions	0	25	(25)	0	96	(96)
EK Facilities and Services	262	424	(162)	786	516	270
EL Data Processing Services (Interagency)	1,310	1,441	(131)	3,930	4,414	(484)
EM Attorney General Services	52	232	(180)	156	232	(76)
EN Personnel Services	0	(0)	0	0	365	(365)
EP Insurance	0	398	(398)	440	761	(321)
ER Other Contractual Services	2,412	2,376	36	7,236	7,178	58
ES Vehicle Maintenance & Operating Cst	0	16	(16)	0	16	(16)
EW Archives & Records Management Svcs	53	0	53	53	39	14
EY Software Licenses and Maintenance	1,153	0	1,153	3,459	0	3,459
Travel	1,355	1,354	1	4,065	5,356	(1,291)
GA In-State Subsistence & Lodging	889	531	358	2,667	2,667	0
GC Private Automobile Mileage	359	0	359	1,077	709	368
GD Other Travel Expenses	107	0	107	321	0	321
GN Motor Pool Services	0	824	(824)	0	1,981	(1,981)
Capital Outlays	0	570	(570)	0	2,051	(2,051)
JA Noncapitalized Assets	0	570	(570)	0	2,051	(2,051)
Grants, Benefits & Client Services	0	0	0	5,353,000	5,352,900	100
NZ Other Grants and Benefits	0	0	0	5,353,000	5,352,900	100
Total Dollars	<u>93,530</u>	<u>91,492</u>	<u>2,038</u>	<u>5,633,924</u>	<u>5,628,132</u>	<u>5,792</u>

Category

FM Allotment

FM Expenditure

FM Variance

BITD Allotment

BITD Expenditures

BITD Variance

Fund 186- County Arterial Preservation Acct Summary

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	818,797	112,515	110,857	1,658	707,940
Employee Benefits	260,720	35,871	34,615	1,256	226,105
Goods and Other Services	360,219	46,316	38,540	7,776	321,679
Travel	62,268	5,847	6,980	(1,133)	55,288
Capital Outlays	0	0	2,673	(2,673)	(2,673)
Grants, Benefits & Client Services	32,344,000	5,647,000	5,198,785	448,215	27,145,215
Interagency Reimbursements	(21,004)	(21,004)	(20,979)	(25)	(25)
Sum:	33,825,000	5,826,545	5,371,470	455,075	28,453,530
Sum without Grants:	1,481,000	179,545	172,685	6,860	1,308,315

Category

FM Allotment

FM Expenditure

FM Variance

BITD Allotment

BITD Expenditures

BITD Variance

Salaries and Wages	37,505	37,010	495	112,515	110,857	1,658
AA State Classified	37,505	37,010	495	112,515	110,857	1,658
AS Sick Leave Buy-Out	0	0	0	0	0	0
AT Terminal Leave	0	0	0	0	0	0
Employee Benefits	11,957	11,549	408	35,871	34,615	1,256
BA Old Age and Survivors Insurance	2,325	2,233	92	6,975	6,688	287
BB Retirement and Pensions	4,163	4,138	25	12,489	12,394	95
BC Medical Aid & Industrial Insurance	473	204	269	1,419	613	806
BD Health, Life & Disability Insurance	4,452	4,452	(0)	13,356	13,356	(0)
BH Hospital Insurance (Medicare)	544	522	22	1,632	1,564	68
Goods and Other Services	15,293	13,054	2,239	46,316	38,540	7,776
EA Supplies and Materials	273	156	117	819	472	347
EB Communications/Telecommunications	1,142	497	645	3,426	1,061	2,365
EC Utilities	637	518	119	1,911	1,542	369
ED Rentals and Leases - Land & Buildings	5,352	5,350	2	16,056	16,050	6
EE Repairs, Alterations & Maintenance	0	0	0	0	0	0

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
EF Printing and Reproduction	205	91	114	615	382	233
EG Employee Prof Dev & Training	910	193	717	2,730	1,238	1,492
EH Rental & Leases - Furn & Equipment	109	101	8	327	303	24
EJ Subscriptions	0	32	(32)	0	126	(126)
EK Facilities and Services	341	553	(212)	1,023	672	351
EL Data Processing Services (Interagency)	1,707	1,878	(171)	5,121	5,752	(631)
EM Attorney General Services	68	302	(234)	204	302	(98)
EN Personnel Services	0	(0)	0	0	475	(475)
EP Insurance	0	519	(519)	573	992	(419)
ER Other Contractual Services	3,141	3,097	44	9,423	9,354	69
ES Vehicle Maintenance & Operating Cst	0	21	(21)	0	21	(21)
EW Archives & Records Management Svcs	68	0	68	68	50	18
EY Software Licenses and Maintenance	1,340	0	1,340	4,020	0	4,020
EZ Other Goods and Services	0	(253)	253	0	(253)	253
Travel	1,949	1,765	184	5,847	6,980	(1,133)
GA In-State Subsistence & Lodging	1,350	691	659	4,050	3,475	575
GC Private Automobile Mileage	464	0	464	1,392	924	468
GD Other Travel Expenses	135	0	135	405	0	405
GN Motor Pool Services	0	1,073	(1,073)	0	2,581	(2,581)
Capital Outlays	0	743	(743)	0	2,673	(2,673)
JA Noncapitalized Assets	0	743	(743)	0	2,673	(2,673)
Grants, Benefits & Client Services	1,200,000	1,237,775	(37,775)	5,647,000	5,198,785	448,215
NZ Other Grants and Benefits	1,200,000	1,237,775	(37,775)	5,647,000	5,198,785	448,215
Interagency Reimbursements	(7,101)	(6,993)	(108)	(21,004)	(20,979)	(25)
SA Salaries and Wages	(5,110)	(5,160)	50	(15,330)	(15,480)	150
SB Employee Benefits	(1,991)	(1,833)	(158)	(5,674)	(5,499)	(175)
Total Dollars	1,259,603	1,294,902	(35,299)	5,826,545	5,371,470	455,075

County Road Administration Board
Agency 406
September 30, 2015

Table of Contents
Supplemental Budget Submittal
2015-17

	<u>Page</u>
Recommendation Summary Report.....	1
Decision Package.....	2-3
Electronic Submittal Confirmation Form.....	4

Recommendation Summary

Agency: 406 County Road Administration Board

3:27:22PM

9/30/2015

Dollars in Thousands

Annual Average FTEs	General Fund State	Other Funds	Total Funds
------------------------	-----------------------	-------------	-------------

2015-17 Current Biennium Total

Total Carry Forward Level

Percent Change from Current Biennium

Carry Forward plus Workload Changes

Percent Change from Current Biennium

M2 AH Rural Arterial Trust Account

	9,000	9,000
--	-------	-------

Total Maintenance Level

Percent Change from Current Biennium

	9,000	9,000
--	-------	-------

Subtotal - Performance Level Changes

0.0

2015-17 Total Proposed Budget

Percent Change from Current Biennium

	9,000	9,000
--	-------	-------

M2 AH Rural Arterial Trust Account

The Rural Arterial Trust Account (102-1) was established to programmatically address construction and reconstruction needs that exist within the federally designated rural areas of Washington's counties. It is a statutorily recognized portion of the counties' share of the motor vehicle fuel tax distribution.

Agency: 406 County Road Administration Board
Decision Package Code/Title: AH Rural Arterial Trust Account
Budget Period: 2015-17
Budget Level: M2 - Inflation and Other Rate Changes

Recommendation Summary Text:

The Rural Arterial Trust Account (102-1) was established to programmatically address construction and reconstruction needs that exist within the federally designated rural areas of Washington's counties. It is a statutorily recognized portion of the counties' share of the motor vehicle fuel tax distribution.

Fiscal Detail

Operating Expenditures	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
102-1 Rural Arterial Trust Account-State	4,500,000	4,500,000	9,000,000
Total Cost	4,500,000	4,500,000	9,000,000

Package Description:

The County Road Administration Board requests an increase of spending authority of 9.5 million to RATA which agrees with the revenue estimate from OFM and projected program costs.

Narrative Justification and Impact Statement

What specific performance outcomes does the agency expect?

The agency has made a commitment to assist the counties in the improvement and preservation of their arterial road systems and make sure that the grants are used for their intended purposes. These funds are obligated, if spending authority of 9.5 million is not increased, 15 million in overall project costs would be delayed or cancelled statewide.

Performance Measure Detail

Activity:

Incremental Changes

No measures submitted for package

Is this decision package essential to implement a strategy identified in the agency's strategic plan?

Yes. This grant program is a capital program authorized by statute. Counties depend upon the distribution of RAP funds for construction and maintenance of arterial and collectors

Does this DP provide essential support to one or more of the Governor's Results Washington priorities?

Yes. This decision package supports Goal 2 - Prosperous Economy - Sustainable transportation infrastructure and Quality Jobs, Goal 4 - Healthy and Safe Communities by addressing transportation deficiencies around the state and correcting those.

What are the other important connections or impacts related to this proposal?

This grant program is a capital program authorized by statute.

What alternatives were explored by the agency, and why was this alternative chosen?

This program is a requirement of statute. Any alternatives would deal with only administration of the capital funds, and would not affect either an increase or a decrease in the funds required to be distributed.

What are the consequences of adopting or not adopting this package?

A major source of construction funding now reserved for county use would no longer be available to them. The impact to the build-out of the counties' portion of the identified statewide Freight and Goods System would be devastating, and in some counties, end their construction programs. Without these construction/reconstruction dollars, the counties would face an immediate need to convert paved portions of their systems back to gravel surfacing.

What is the relationship, if any, to the state's capital budget?

None

What changes would be required to existing statutes, rules, or contracts, in order to implement the change?

None

Expenditure and revenue calculations and assumptions

07- 09 Budget \$76,100,000
09- 11 Budget \$73,000,000
11- 13 Budget \$57,727,858
13 15 Budget \$45,000,000

Which costs and functions are one-time? Which are ongoing? What are the budget impacts in future biennia?

All grants are on-going.

<u>Object Detail</u>	<u>FY 2016</u>	<u>FY 2017</u>	<u>Total</u>
N Grants, Benefits & Client Services	4,500,000	4,500,000	9,000,000

ELECTRONIC SUBMITTAL CONFIRMATION FORM

Agency Number: 406

Agency Name: County Road Administration Board

Agencies are required to provide electronic access to each decision package in their budget request as part of the submittal process. Confirm Option 1 or 2 below:

Option 1:

This agency posts all decision packages for our 2015-17 budget request to our public facing website at the following URL:

URL: <http://www.crab.wa.gov/Administration/Accountability/budget.cfm>

Option 2:

This agency does not post decision packages and has forwarded copies via e-mail to OFM.Budget@ofm.wa.gov.

These decision packages conform to our agency's ADA accessibility compliance policy.

Agency Contact: Karen Pendleton

Contact Phone: 360.753.5989

Contact E-mail: karen@crab.wa.gov

Date: 9/30/2015

OFM.Budget@ofm.wa.gov

Mason County Audit Update

The following is reproduced from the CRABoard meeting packet, July 17, 2015
(copied from Jeff Monsen's report to the CRABoard)

Mason County Audit Finding Pertaining to the Management of the ER&R Fund

Background:

Excerpt from the 12/3/13 SAO Accountability Audit, for 2012

“The Equipment Rental and Revolving Fund did not charge funds equitably.

Beginning in 2010, the rates developed through cost allocation plans were not applied equitably. From 2010 through 2012, the Board of Commissioners reduced the long-term vehicle, computer and telephone amounts owed for most Current Expense departments, and eliminated these charges in 2013. However, departments outside of Current Expense, and the remaining Current Expense departments continued to be charged based on the plan. ...

The ER&R Fund had funds available that allowed for reducing the amount charged. At the end of 2012, unrestricted funds were \$7.8 million, while expenses were less than \$3 million. However, all funds should have been reduced in an equitable manner. ...”

Excerpt from the 4/13/15 SAO Accountability Audit, for 2013

Status of prior audit findings --- The Equipment Rental and Revolving Fund did not charge funds equitably.

“This finding has been partially resolved.

- The Equipment Rental and Revolving Fund revised its rates for 2014 and charged all departments in accordance with the plan.
- An interfund loan was established to repay the \$348,672 vehicle cash out over three years.
- The 2015 adopted budget includes repayment of the excessive markup of \$483,237 for Road Fund materials.
- While there is agreement to correct the \$2,911,752 underpaid by departments not charged full rates, a formal plan has not been adopted. “

Summary:

Since the detailed financial analysis, recommendations, and formal actions have yet to be finalized by Mason County, the financial values presented below, as well as in the SAO "findings" on the previous page, should be considered "order of magnitude" numbers meant for discussion purposes only.

It is clear from the review of various Mason's Board of County Commissioner minutes that during 2009 and 2010, it was an intentional act to reduce equipment rental rates for selected vehicles and other ER&R services in order to reduce budget costs for Current Expense. That being said, it is also very clear that the rates previously charged by ER&R were intentionally set higher than actual needs in order to build a reserve, but without clarity as to its long term purpose or equity between financial contributors.

At the end of 2009, the ER&R Fund balance was approximately \$8 million. By the end of 2013, the fund balance had dropped to under \$6 million. Even though a number of factors and individual transactions ultimately affect this fund balance reduction, it is fair to say that the magnitude of the reduction can be attributed entirely to the reduction in charges to Current Expense.

The early internal analysis of this situation has focused on the historical undercharges. However, since the past fund balance is now recognized as being larger than actually needed, it does not make sense for the solution to simply be Mason County's ER&R Fund collecting "back charges".

Analysis:

The statutory requirements of having an ER&R Fund is for county road related equipment and materials. A county "may" use the fund for other county fleet and operational purposes. While it is a "best management" practice to treat all ER&R managed resources exactly the same, the statutory requirements guiding my review focus on protection of the Road Fund.

Based on my analysis to date, and due to the excess fund balance that had been created in ER&R prior to 2010:

- It appears that the ER&R Fund undercharges likely consumed all of the Current Expense financial equity previously held within the fund, with the result being that no cash reserves are available today for any Current Expense vehicle replacements
- It does not appear that Road Fund related ER&R resources have been negatively impacted at this point, but the situation must be monitored very closely until finally resolved

I have discussed the above with Mason County and they concur with this general conclusion. Mason County also appears to be committed to finalize their financial and policy analysis in order to:

- Ensure there is clear short-term and long-term policy and guidance on the operational purposes of the ER&R Fund, and to regularly review and update
- Establish "equity shares" for the current ER&R Fund resources between the various fleet service users, based on historical use and contributions
- Enhance accounting practices to maintain an equity balance sheet in order to protect restricted fund contributions

October 2015 CRABoard Meeting **Deputy Director's Report**

A. County Engineer Changes since July 2015

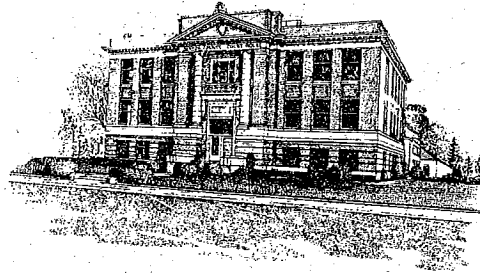
1. Benton County announced that County Engineer/PWD Dan Ford, PE would resign September 11, 2015. On September 4, 2015, Benton County appointed Matthew Rassmussen, PE as County Engineer, effective September 1, 2015.
2. Asotin County appointed Dustin Johnson, PE as County Engineer, effective October 12, 2015. As Mr. Johnson is not currently licensed in Washington State, Asotin County is working under an existing inter-local agreement for engineering services through Garfield County until he has obtained licensure.
3. Wahkiakum County announced that County Engineer/PWD Peter Ringen, PE would resign September 30, 2015. On October 13, 2015, Wahkiakum County appointed Paul Lacy, PE as Acting County Engineer, effective October 13, 2015. CRAB staff is currently working with Wahkiakum County to correct several issues regarding this process.

Jerome Delvin
District 1
Shon Small
District 2
James Beaver
District 3

**Board of County Commissioners
BENTON COUNTY**

David Sparks
County Administrator

Loretta Smith Kelty
Deputy County Administrator



September 4, 2015

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

RE: Appointment of New County Engineer for Benton County

Mr. Weber,

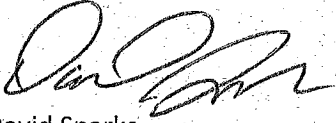
On August 20, 2015 our County Engineer, Dan Ford, resigned his position with an effective date of September 11, 2015. After reviewing the requirements of WAC Chapter 136-12 the Board of County Commissioners elected to promote a competent and eligible person from within the organization. To avoid a vacancy in the position effective September 1, 2015 Matthew Rasmussen has been promoted to the position of County Engineer. Dan ford will hold the position of Public Works Director until his effective resignation date.

The information required by WAC 136-12-045 appears below:

Name of new County Engineer:	Matthew Rasmussen, PE
Washington Registration Number:	47720
Start Date:	September 1, 2015
Contact Information:	Benton County Public Works PO. Box 1001 620 Market Street Prosser WA, 99350 Phone: 509-786-5611 Email: matt.rasmussen@co.benton.wa.us

Please contact me if you need anything further.

Sincerely,

A handwritten signature in black ink, appearing to read 'David Sparks', written in a cursive style.

David Sparks
County Administrator

cc. Roger Arms, WSDOT Local Programs Engineer, South Central Region

From: Vivian Bly [<mailto:vbly@co.asotin.wa.us>]
Sent: Friday, October 23, 2015 12:10 PM
To: Derek Pohle <derek@crab.wa.gov>
Cc: Jay Weber <WeberJ@crab.wa.gov>; Barb Cook <bcook@co.asotin.wa.us>;
Dustin Johnson <DJohnson@co.asotin.wa.us>; Craig Miller
<cmiller@co.asotin.wa.us>; garfeng@co.garfield.wa.us
Subject: RE: vacancy of County Public Works Director - FILLED

This is to inform you that Asotin County has filled the open position of Public Works Director/County Engineer. Dustin Johnson started with Asotin County on October 12, 2015. Dustin does not at this time have his Washington PE so we will still be working with Garfield County.

Vivian Bly
Clerk of the Board
P.O. Box 250, Asotin WA 99402
(o) 509-243-2060 (f) 509-243-2005



Wahkiakum County Public Works Department

Charles J. (Chuck) Beyer
Public Works Director

Paul Lacy, P.E.
County Engineer

October 13, 2015

Walt Olsen, P.E., Deputy Director
County Road Administration Board
2404 Chandler Court S.W., Suite 240
Olympia, WA 98504-0913

RE: Wahkiakum County Public Works Organizational Chart

Dear Mr. Olsen:

The updated Wahkiakum County Public Works Department organizational chart was adopted by the Board of County Commissioners in their regular session on October 13, 2015. A copy of the organizational chart dated October 13, 2015 is attached for your records.

Wahkiakum County Public Works Department has retained Paul D. Lacy as the acting Wahkiakum County Engineer:

Paul D. Lacy; P.E; P.L.S. State of Washington #29753

Mailing Address; 64 Main Street
P.O. Box 97
Cathlamet, WA 98612
Phone# (360) 795-3301
Email lacyp@co.wahkiakum.wa.us.

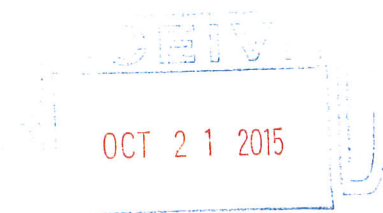
If you have any questions, please contact me at 360-795-3301.

Sincerely,

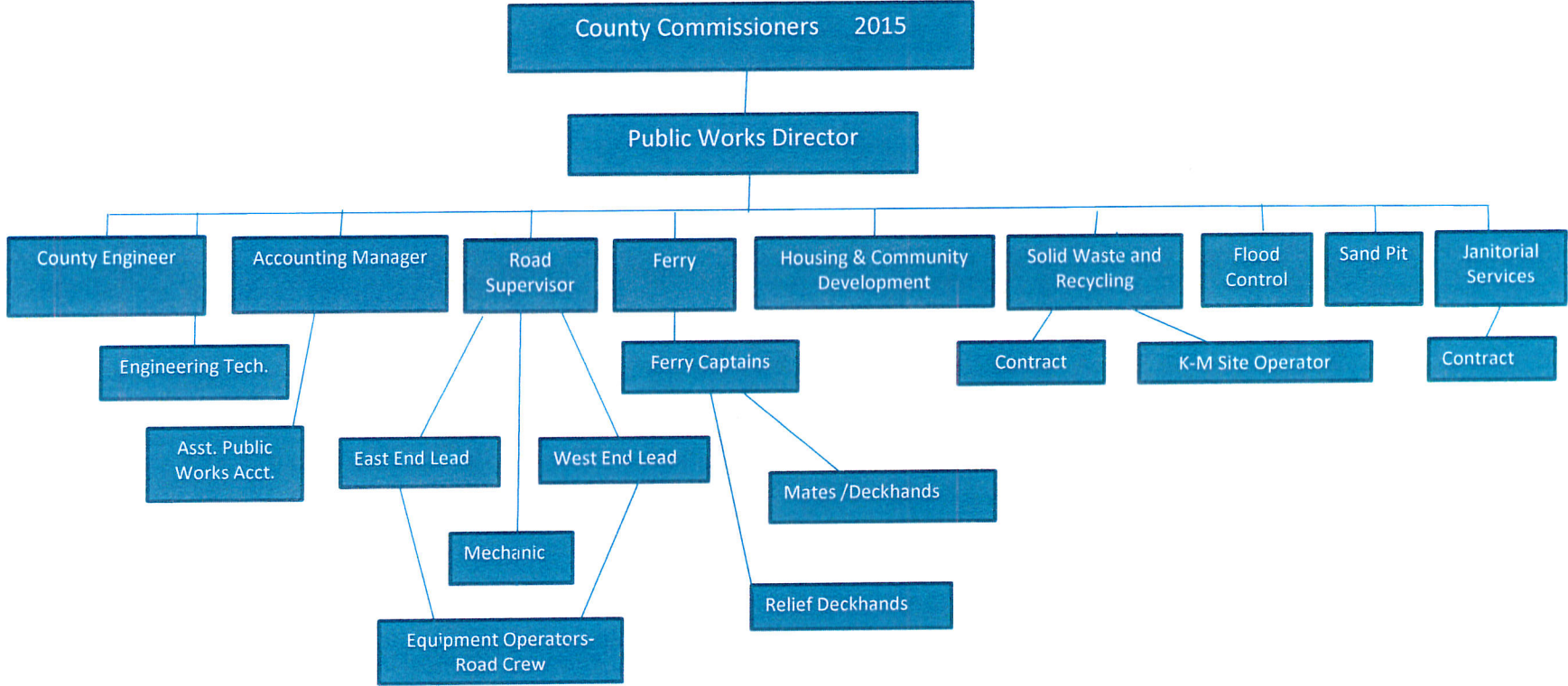
Charles J. Beyer
Public Works Director

Attachment: Organizational chart

Cc: Board of County Commissioners
Paul Lacy P.E. Wahkiakum County Engineer



Wahkiakum County Public Works



RECEIVED
OCT 21 2015

B. County Visits completed since July 2015

- Columbia County
- Garfield County
- Whitman County
- Spokane County
- Douglas County
- Lewis County
- Whatcom County

Numerous contacts with County Engineers took place in other venues.

C. County Audit Reports reviewed since July 2015

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

CRAB has reviewed 60 audit reports representing 37 counties since the July 2015 board meeting. Thirteen audits contained a total of 15 new findings issued and four involved County Road Funds in some form. Any audits with "Y" under "Co. Rd?" column, reveal substantive findings involving County Road Funds.

Report #	Entity/Description	Report Type	Audit Period	Release Date	New Finding#	Co.Rd.?	PrevFind#	Status
1014621	Snohomish County	CAFR	01/01/2014 to 12/31/2014	7/20/2015				
1014660	Kitsap County	Financial and Federal	01/01/2014 to 12/31/2014	8/13/2015	1	N		
1014726	Skagit County	Financial and Federal	01/01/2014 to 12/31/2014	7/23/2015				
1014736	Yakima County	CAFR	01/01/2014 to 12/31/2014	7/24/2015				
1014758	Benton County	Financial and Federal	01/01/2014 to 12/31/2014	8/3/2015				
1014764	Clark County	CAFR	01/01/2014 to 12/31/2014	7/23/2015				
1014799	Skagit County	Accountability	01/01/2014 to 12/31/2014	8/17/2015				
1014846	Whatcom County	Accountability	01/01/2014 to 12/31/2014	8/24/2015				
1014853	Whatcom County	Financial and Federal	01/01/2014 to 12/31/2014	8/24/2015				
1014900	Lewis County GASB 68	Attestation Engagements	07/01/2013 to 06/30/2014	8/27/2015				
1014907	Wahkiakum County	Accountability	01/01/2013 to 12/31/2014	9/10/2015				
1014918	Wahkiakum County	Financial and Federal	01/01/2014 to 12/31/2014	9/10/2015				
1014920	King County AUP	Attestation Engagements	01/01/2014 to 12/31/2014	8/24/2015				
1014924	Asotin County	Financial and Federal	01/01/2014 to 12/31/2014	9/3/2015				
1014933	Lewis County	Accountability	01/01/2014 to 12/31/2014	8/31/2015				
1014953	Lewis County	Financial and Federal	01/01/2014 to 12/31/2014	8/31/2015				
1014974	King County	Financial and Federal	01/01/2014 to 12/31/2014	8/31/2015	1	N	1	NCR
1015006	Chelan County	Accountability	01/01/2014 to 12/31/2014	9/24/2015			1	NCR
1015017	Yakima County	Fraud	03/01/2013 to 01/31/2015	9/17/2015	1	N		
1015018	Snohomish County	Financial and Federal	01/01/2014 to 12/31/2014	9/17/2015				
1015047	Columbia County	Financial and Federal	01/01/2014 to 12/31/2014	9/21/2015				
1015090	San Juan County	Accountability	01/01/2014 to 12/31/2014	9/14/2015				
1015092	San Juan County	Financial and Federal	01/01/2014 to 12/31/2014	9/14/2015				
1015094	Yakima County	Financial and Federal	01/01/2014 to 12/31/2014	9/17/2015	1	N		
1015103	Pacific County	Accountability	01/01/2013 to 12/31/2014	9/24/2015			1	PC(CR)
1015109	Clark County	Financial and Federal	01/01/2014 to 12/31/2014	9/21/2015			1	NCR
1015110	Adams County	Financial and Federal	01/01/2014 to 12/31/2014	9/17/2015			1	NCR
1015130	Pacific County	Financial and Federal	01/01/2014 to 12/31/2014	9/24/2015				
1015142	Garfield County	Financial and Federal	01/01/2014 to 12/31/2014	9/24/2015				
1015143	Lincoln County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015				
1015144	Lincoln County	Accountability	01/01/2013 to 12/31/2014	9/28/2015				

Report #	Entity/Description	Report Type	Audit Period	Release Date	New Finding#	Co.Rd.?	PrevFind#	Status
1015156	Whitman County	Financial and Federal	01/01/2014 to 12/31/2014	9/21/2015	1	N	1	NCR
1015162	Grays Harbor County	Financial and Federal	01/01/2014 to 12/31/2014	9/30/2015			1	NCR
1015163	Grays Harbor County	Accountability	01/01/2014 to 12/31/2014	9/30/2015				
1015180	Klickitat County	Accountability	01/01/2014 to 12/31/2014	9/28/2015				
1015195	Klickitat County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015	1	Y	1	FC(CR)
1015198	Spokane County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015	1	N	2	FC(CR)
1015199	Kittitas County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015	1	Y		
1015204	Pend Oreille County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015				
1015205	Pend Oreille County	Accountability	01/01/2014 to 12/31/2014	9/28/2015				
1015209	Walla Walla County	Financial and Federal	01/01/2014 to 12/31/2014	9/24/2015				
1015226	Chelan County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015	2	N	1	NCR
1015231	Jefferson County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015	1	N		
1015234	Island County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015			1	PC(CR)
1015242	Pierce County	Financial and Federal	01/01/2014 to 12/31/2014	9/30/2015				
1015250	Franklin County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015				
1015277	Douglas County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015				
1015281	Ferry County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015			2	NCR
1015282	Grant County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015				
1015286	Skamania County	Financial and Federal	01/01/2014 to 12/31/2014	9/28/2015	1	N	2	NCR
1015310	Clallam County	Financial and Federal	01/01/2014 to 12/31/2014	9/30/2015				
1015312	Mason County	Financial and Federal	01/01/2014 to 12/31/2014	9/30/2015	1	Y	2	PC(CR)
1015313	Mason County	Financial and Federal	01/01/2013 to 12/31/2013	9/30/2015	2	Y	1	NCR
1015323	Cowlitz County	Financial and Federal	01/01/2014 to 12/31/2014	9/30/2015				
1015333	Clallam County GASB 68	Attestation Engagements	07/01/2013 to 06/30/2014	10/8/2015				
1015361	Douglas County GASB 68	Attestation Engagements	07/01/2013 to 06/30/2014	10/15/2015				
1015377	Kittitas County GASB 68	Attestation Engagements	07/01/2013 to 06/30/2014	10/15/2015				
1015379	Yakima County GASB 68	Attestation Engagements	07/01/2013 to 06/30/2014	10/15/2015				
1015407	Pierce County	Attestation Engagements	07/01/2013 to 06/30/2014	10/15/2015				
NCR	Non County Road							
FC(CR)	Fully Corrected (Co. Rd.)							
PC(CR)	Partially Corrected (Co. Rd.)							

D. Other Activities and Visits since July 2015

28 July	SSPST Workgroup Meeting	CRAB Office
5 August	Columbia County Visit	Dayton
6 August	Garfield County Visit	Pomeroy
6 August	Whitman County Visit	Colfax
10 August	Spokane County Visit	Spokane
11 August	Douglas County Visit	Waterville
21 August	Benton County Phone Conference	CRAB Office
21 August	Lewis County Engineer Discussion	CRAB Office
24 August	SAO Audit Intro Meeting	CRAB Office
25 August	Gravel Road Study Update Meeting	CRAB Office
26 August	Lewis County RAP Project Review	Chehalis
3 September	NACE Emergency Comm. Conf. Call	CRAB Office
17 September	NACE Emergency Comm. Conf. Call	CRAB Office
5 October	Supplemental Budgets Due	CRAB Office
5 October	SAO Audit Exit Meeting	CRAB Office
7 October	Annual Report Meeting	CRAB Office
8 October	Whatcom County Training	Bellingham
27 October	CRAB Quarterly Accounting Meeting	CRAB Office
29-30 October	CRABoard Meeting	CRAB Office

Maintenance Manager's Report

Prepared by Bob Moorhead

August – October 2015

County Meetings

August 11: Lewis County RAP File & Field Review
August 27: Whatcom County Maintenance Meeting
September 2: Mason & Cowlitz Counties Gravel Roads Meetings
September 9: Jefferson & Clallam Counties RAP File & Field Reviews
September 15: Yakima County Gravel Roads Meeting
September 16: Grant & Ferry Counties Gravel Roads Meetings
October 6: Franklin County RAP File & Field Review & Gravel Roads Meeting
October 8: Columbia, Garfield & Asotin Counties Gravel Roads Meetings
October 9: Benton County RAP File & Field Review
October 14: Thurston County RAP File Review
October 20: Yakima County RAP Field Reviews
October 21: Walla Walla & Whitman Counties Gravel Roads Meetings
October 22: Lincoln & Adams Counties Gravel Roads Meetings
October 27: Yakima County RAP File Reviews

Other Meetings

August 18-20: WSDOT Value Engineering Training, Tumwater
September 23: Western Washington Association of County Road Superintendents, Fife
September 28-30: WSU Road & Street Supervisors Conference, Yakima. Maintenance Management Session Presentation
October 7: Eastern Washington Association of County Road Superintendents, Moses Lake
October 27-30: Washington State APWA Fall Conference, Yakima

Gravel Roads Study

As noted above, visits with 13 counties as well as the Eastern & Western Washington Associations of County Road Superintendents took place during September and October. These visits will conclude in the first week of November, and will likely be followed by a second "Survey Monkey" questionnaire in early December. Based on these results, a draft report will be presented to the CRABoard in January, with the final report completed in April, 2016.

CRAB Training July – October 2015

Date	Subject	Location	Participants	Counties Represented
October 8	Introduction to CRAB	Whatcom County	23	1
October 23	Intro to CRAB Follow-up	Whatcom	9	1

Future Training Schedule November 2015 – January 2016

Date	Subject	Location	Registration Deadline
November 3-5	Road Design Conference	Chelan County	October 28
December 8-10	County Engineer	CRAB Offices	December 4

COMPLIANCE & DATA ANALYSIS MANAGER'S REPORT

Prepared by Derek Pohle, PE

CRABoard Meeting – October 29 -30, 2015

Reporting Period: August 2015 thru October 2015

Agenda Item **9B**

COMPLIANCE

STANDARDS OF GOOD PRACTICE

Vacancy in Position of County Engineer:

Benton County: Dan Ford has resigned and Matt Rasmussen has been named the new county engineer effective September 1st, 2015. CRAB staff was notified of the resignation and appointment in conformance with the standards of good practice.

Wahkiakum County: Pete Ringen has retired effective unknown, and Paul D. Lacey has been named the acting county engineer effective unknown, 2015. Crab staff was notified October 13th, not in accordance with the standard of good practice. Staff is working with the county to resolve these issues.

Asotin County: Jim Bridges resigned effective June 5th 2015. CRAB staff was notified on June 4th of the resignation in conformance with the standards of good practice. In the interim, while the county searched for a replacement, Garfield county engineer, Grant Morgan was contracted to provide the statutory services required. CRAB staff was notified ??? on ??? that the county has hired ??? as county engineer effective ??? in accordance with the standards of good practice.

County Audits – For Fiscal Year 2014

Klickitat County: the county had one finding that was road fund related. The county did not comply with allowable cost requirements on a federally funded road project and requested \$16,637.00 reimbursement for a contractor that did not work on the project.

Once the county was aware of the mistake, they promptly notified the granting agency and repaid the funds.

Pacific County: from a prior audit for 2011-2012, the county has one finding, partially corrected, that was road fund related. Pacific County allocated shared services costs in excess of \$8.3 million without adequate documentation that the costs were fair and equitable. This finding also contained a component of \$493,466.00 of traffic law enforcement costs without adequate documentation to prove proper use of restricted funds.

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

Proposed New Standard of Good Practice – Traffic Law Enforcement

Public hearing regarding a new standard of good practice WAC 136-25 and amendments to WAC 136-150 Eligibility for RATA Funds.

Proposed New WAC Language – Marine Navigation and Moorage

Public hearing regarding WAC rule language, WAC 136-150-024 and WAC 136-150-030 and a certification form.

OTHER ACTIVITIES OF THE C&DA MANAGER

- Determined the County Forces Construction Limits for 2016 and distributed to counties.
- Participated in meetings and workshops for the Systemic Safety project.
- Internet security training refresher.
- CLCF required status notice to counties, September 30th.
- Continued work with TS staff on Forms webitizing project.
- County Engineer's training in Whatcom County, October 8th.

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

County Visits

Travel to and meetings at the following County offices:

Mason – 8/4
Chelan – 9/21
Benton – 9/22
Grant – 9/24
Okanogan – 9/24
Skagit – 10/9
King – 10/23

Other meetings and activities

NACE 2016 Planning mtgs - 7/21, 8/26, 8/27, 8/31, 9/8, 9/9, 9/23, 9/25, 10/6, 10/8, 10/21
Traffic Records Committee – 8/3
Financial Reporting (SAO) – 9/1, 10/22
WHUF Transportation Briefing – 10/23

Office of the County Engineer Training

Customized CE Training

Whatcom
6-hr. / 23 participants / Oct 8th
2-hr. / 9 participants / Oct. 20th

Planned

WSAC – Skamania – Nov 20th (3-hr.)

3-Day at CRAB – Dec 8-10
(currently 13 participants signed up, representing 8 counties)